

# BOARD OF SUPERVISORS

## Brown County



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### EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman  
Patrick Buckley, Bernle Erickson, Erik Hoyer,  
Tom Sieber, John Van Dyck

### EXECUTIVE COMMITTEE

Monday, February 11, 2019

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of January 7, 2019.

### Comments from the Public

### Appointment of Members to Citizens Redistricting Advisory Sub-Committee

1. Appointment by Chair Lund of the following: Citizen Members: Robyn Davis, Ken Bukowski, Pam Parish, Hector Rodriguez, Cheryl Mc Cutcheon; Academic Member: Thomas Joynt; Brown County Board Members: Aaron Linssen, Tom Sieber, Tom Lund.
2. Review Minutes of:
  - a) None.

### Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

### Communications

4. Communication from Supervisor Hoyer re: Review and possibly update the medical/disability/leave policies for county employees as they go through the organ donation and recovery program. *Motion at January Admin: To refer the communication from Supervisor Hoyer and the City of Green Bay Personnel Policy 9.8 to the Executive Committee for consideration.*

### Resolutions, Ordinances

5. Ordinance to Amend Brown County Code Section 2.05 regarding Creating Sub or Ad Hoc Committees.
  - a) Resolution Authorizing Standing Committee to Create Sub or Ad Hoc Committee.  
*Referred back from January County Board.*
6. Resolution re: Table of Organization Change Health and Human Services Department – CTC.
7. Resolution re: Table of Organization Change Health and Human Services Department – Public Health Division.
8. Resolution re: Table of Organization Change UW Extension - LTE Life Skills Educator.
9. Resolution in Support of Increased County Child Support Funding.
10. Resolution Authorizing County Classification Schedule & Compensation Adjustment Policy.
11. Resolution Approving of the Issuance of Property Assessed Clean Energy (PACE) Revenue Bonds by the Public Finance Authority.

**Internal Auditor**

12. Status Update: January 1 – 31, 2019.

**Corporation Counsel**

13. Corporation Counsel Oral Report.

**Department of Administration & Human Resources**

14. Director of Administration Report.  
15. Human Resources Report.

**County Executive** – No Report.

**Other**

16. Discussion and possible action regarding the County resolving to not sell 4 parcels of land adjacent to the Brown County Golf Course prior to 08-21-2019 (2 pages of Attachments provided).  
17. Discussion and possible action regarding moving oversight of the Brown County Housing Authority from Administration Committee to Planning, Development and Transportation Committee.  
18. Discussion and possible action regarding a determination of the appropriate oversight committee for the Department of Administration and for Human Resources.  
19. Such other matters as authorized by law.  
20. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY**  
**EXECUTIVE COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, January 7, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Lund, Supervisor Moynihan, Supervisor Erickson, Supervisor VanDyck, Supervisor Sieber, Supervisor Hoyer, Supervisor Buckley  
**Also Present:** Supervisor Dantine, Supervisor Deslauriers, Director of Administration Chad Weininger, Corporation Counsel Dave Hemery, Director of Port and Resource Recovery Dean Haen, Internal Auditor Dan Process, media, other interested parties,

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**I. Call meeting to order.**

The meeting was called to order by Chair Tom Lund at 5:30 pm.

**II. Approve/modify agenda.**

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**III. Approve/modify Minutes of December 10, 2018.**

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public** – None.

**Amended Resolution**

- 1. Amended Resolution to Create a Citizens Redistricting Advisory Sub-Committee to Report to the Brown County Executive Committee.**

Supervisor Moynihan recalled this Resolution was amended at the last meeting to change language from *political science professor from either the University of WI – Green Bay and/or St. Norbert College to an active or retired academic educator*. The remainder of the document has not changed and this is before the Committee now for approval.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- a) Appoint members to the Redistricting AD Hoc Committee: Possible appointments of Tom Sieber, Patrick Moynihan, Jr., Aaron Linssen, Tom Lund, Ken Bukowski, Pam Parish, Renee Gasch, James Crawford, Dan Theno, Robyn Davis, Thomas Joynt, Cheryl McCutcheon, Anneliese Waggoner, Hector Rodriguez.**

Supervisor Erickson expressed concern in that the resolution contains language that people with paid party memberships shall not be on the committee, however, in the documents in the agenda packet he found several people that have paid party memberships.

Moynihan pointed out the resolution that was just approved provides that the Executive Committee chair shall appoint members of the committee and what is before us at this meeting is not that scenario and for that reason he suggested that this be held for a month.

Chair Lund said he will make the appointments and then this can go to the full Board in February. The process was discussed further before being referred to the February County Board.

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Supervisor Sieber feels the process should move a little faster, but Chair Lund noted the census is not going to start until next year so there is plenty of time. He noted he has already talked to some of the people who are interested and will be talking with the rest before making the appointments. Sieber informed he has spoken with Anneliese Waggoner who indicated her name was included on the list in error and she does not want to be on the committee.

**Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY**

**-Barbara Brown, 401 Arrowhead Drive, Green Bay, WI**

Brown asked about the provision regarding membership of political parties. She feels it is a little nebulous and asked if what is meant is that people that work for a party and earn money by working for that party cannot be on the board or if what is meant is that any of the people who became a republican, democrat, socialist, etc. cannot be on the board. She also thanked the Committee for the work that has been done on this.

Supervisor Van Dyck said the resolution language is *any paid political memberships of the nominee*; not that they are paid by the party. It also says that that needs to be disclosed, but it does not say that that would preclude someone from membership on the committee.

**Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to refer to February County Board. MOTION CARRIED UNANIMOUSLY**

2. Review Minutes of:
  - a) Benefits Advisory Committee (August 23, 2018).

**Motion made by Supervisor Erickson, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Legal Bills**

3. Review and Possible Action on Legal Bills to be paid.

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Communications**

4. Communication from Supervisor Deslauriers re: In order to prevent future Landfill Siting Agreement violations by Brown County, that Port and Resource Recovery Director Dean Haen work with Corporation Counsel to review past violations and create a written policy governing any "correspondence, reports and data relating to the Landfill filed with [or received from] the Wisconsin DNR and other governmental agencies by the County and its retained environmental consultants". This policy will ensure all of these communications are shared with the Town of Holland Local Monitoring Committee "at the same time such documents are filed" or "within 10 days of receipt" in accordance with the contract between Brown County and the Town of Holland (quoted text taken directly from the Landfill Siting Agreement of 1998). *Referred from December County Board.*

Supervisor Deslauriers said what he is looking for is an agreement as to what communication is required by Brown County with the Town of Holland. With the well contamination issue, Corporation Counsel has made this direction to Port and Resource Recovery and Deslauriers' goal with this is to have simple acknowledgement of that communication and guidance so we do not run into the same problems moving forward.

Corporation Counsel David Hemery noted he and Deslauriers had a little miscommunication with regard to these communications as to what Committee these should go before and the correct policy would actually be for these to go to Planning, Development and Transportation Committee before coming to Executive Committee.

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Hemery continued that he does like the idea of the communication and he is in favor of policies, but what is being asked for here is more of an administrative function than a County Board function as it is an internal department policy. Hemery also spoke with Port and Resource Recovery Director Dean Haen who advised him that he is already working on a policy that includes the language from the Landfill Siting Agreement regarding communications and that they shall also be sent to the LMC within 10 days and the policy also made clear that the Director is the person responsible for seeing that that is carried out. The policy also details other things such as how large documents will be sent. Hemery will continue to work with Haen on this policy and feels at this time this could be referred to PD & T or be received and placed on file if the Committee feels it is being appropriately addressed.

Deslauriers informed the core of this communication is that there has been fundamental disagreement on what constitutes a timing violation. He is thankful that there is a policy being worked on for this, although he does not understand why it took so long, but he is hopeful the policy addresses these fundamental, easy to identify and easy to fix issues.

Hemery pointed out that on the list of timing violations included in Deslauriers' communication, the last 5 items came about after the requirements of the 1998 Landfill Siting Agreement were brought to the forefront. Even though the last 5 are listed as violations, Hemery questioned if they really are. Deslauriers responded that a primary reason he took this job was because of Haen's actions or inactions as it pertains to the contract and this has been going on for at least a year and a half. These things have been talked about at PD & T a number of times. He feels the contract is extremely clear that these are to be shared at the time of submission, not a day or two later and he feels that is not difficult to accomplish. The slippery slope is what concerns him. If we say a day, 2 days or a week, and most of these are well beyond that, is not a good basis of any policy that will be brought forward.

Deslauriers indicated he is agreeable to having this referred to PD & T, but he brought it here so a different set of ears could hear this as one of the issues has been ongoing since April and the other since July at PD & T although now he understand that procedurally this may not have been correct. Fundamentally he wants this addressed so it can be put to rest so we do not need to keep wasting resources and time dealing with it.

Lund agreed that there should be a policy that clearly states the amount of time between receipt and when notification has to be given, but it sounds like this is being worked on at this time. Supervisor Buckley asked what the Town of Holland does when they receive the information. Deslauriers used the Brown County Artificial Wetland Exemption Submittal as an example and said that item was to exempt the County from protecting the wetlands at that site that were artificially created. By not sharing that document until the DNR accepted it and concurred with it, the possibility of the Town of Holland to participate in the process and object if necessary was eliminated. The Town was waiting for that submittal to become part of the process for exemptions. By the County only sharing that submission after concurrence and approval of the DNR, the Town was systematically eliminated from that discussion. The whole point of the contract is to avoid these types of situations.

Van Dyck feels this should be fairly cut and dried and whatever the requirements of the agreement are should be followed and what the Town of Holland does with the information is irrelevant. Hemery said a lot of it is really not cut and dried though because there are issues on both sides of the agreement. For example the agreement says that anything Brown County files with the DNR has to be provided to the LMC but it does not specify if things like e-mails are considered documents, and there are legal opinions on both sides of that. The agreement also requires the Town to establish the LMC within 60 days of signing by ordinance, however, as of today, there is no evidence of an ordinance in this regard, but he has been told that such an ordinance establishing the LMC will be brought forward at this month's Town Board meeting. Hemery feels it make sense for the standing Committee that is already familiar with some of these issues to look at this.

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to refer to Planning, Development & Transportation Committee and Port and Resource Recovery Director Dean Haen. Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Communication from Supervisor Deslauriers re: That the Brown County Board request that Port and Resource Recovery Director Dean Haen follow the recommended communication guidelines specified by Brown County Corporation Counsel (in his November 27, 2018 email to Supervisors Schadewald and Deslauriers) "to notify the WI**

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DNR within 60 days whenever we have a sample that attains or exceeds a groundwater standard, and especially to follow any and all WI DNR recommendations re this issue". This to best protect the health of Brown County families. Director Haen's stated communication plan for future well contamination events (at 3 separate PD&T meetings) will not follow this Corporation Counsel guidance. *Referred from December County Board.*

Deslauriers is agreeable to having this referred to PD & T and said his goal is to have the County Board ask Haen to comply with the recommended communication guidelines specified by Corporation Counsel. He has a commitment to the County and has tried to give the County every opportunity to correct this issue quietly without too much hassle, but we keep coming back to something wildly outside the guides of Corporation Counsel.

Hemery said the timing of these things will be part of the policy he spoke of earlier. The statutes and state codes that regulate when landfill incidents need to be reported to the DNR apply to owners and operators of landfills but at this time there is no owner or operator of the landfill so the 60 day requirements to report to the DNR are not statutory. However, his advice is that if there are signs of contamination that the procedure be followed as if this was an active landfill and Haen was fine with that. Deslauriers responded that that contradicts what was said at meetings and that is why he brought this here.

Deslauriers referenced the Significant Event Claim Notification signed by County Executive Streckenbach after the last Board meeting and asked if that will be part of the policy. Hemery responded that that is a policy that will have to be followed and that is one of the ways administration was addressing Deslauriers' concerns.

**Motion made by Supervisor Buckley, seconded by Supervisor Sieber to refer to Planning, Development and Transportation Committee. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to suspend the rules to take Item 7 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Although shown in the proper format here, Item 7 was taken at this time.*

**6. Communication from Supervisor Sieber re: Discussion by Corporation Counsel of Closed Session Procedure and Violations.**

Hemery provided handout, a copy of which is attached, and indicated there are two things that apply to closed sessions – the Wisconsin Open Meetings Law and the local rules established in our County Code. Violations would be prosecuted by the District Attorney or sometimes the Attorney General. Penalties for violation range between \$25 - \$300 per violation and these penalties are not reimbursable by the County. He outlined the remaining information contained in the handout.

A lengthy discussion followed Hemery's remarks regarding closed sessions and violations thereof, with an emphasis on penalties for violating closed sessions rules. Also discussed were procedures for minutes of closed sessions, actions taken in closed sessions and how closed session language is determined to be included on agendas. Open meeting laws were also discussed. Hemery will look further at the items discussed and bring some proposal back to the Committee.

**Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY**

-Doug Schneider, 435 E. Walnut Street, Green Bay, WI

Schneider noted the Committee is basically talking about creating policy regarding violations of a policy that does not exist and asked what they are doing about penalties for those who violate open meetings laws. He also questioned why the Committee feels a need for financial penalties for those who speak of the contents of closed session when there are not financial penalties for Supervisors who violate open meetings laws.

Hemery spoke to this as did Lund, Buckley, and Van Dyck.

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**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY**

Siebert asked several questions of Hemery regarding procedures of closed session, all of which were addressed.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to refer to Corporation Counsel for further investigation. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Resolutions, Ordinances

**7. Resolution Authorizing \$500,000 Loan to Greater Green Bay Convention & Visitors Bureau, Inc.**

Erickson recalled at the last meeting it was indicated the County would lose approximately \$15,000 per year in interest if this loan is made. It was indicated that was on the high end and Director of Administration Chad Weininger responded as soon as there are payments, that will be factored in. Erickson has done some research on current rates with some banks and found the current best rate that would likely be given to any business is 6%. The proposal for this loan to CVB is for \$500,000 with no payments for the first 5 years. He recalled the County Board said they would not balloon any payments and this would be going against our own policies and giving money out to a private firm. He is in favor of the loan, but would like to see payments started on the first year and that interest of 2% be charged to help offset some of the County's loss.

Moynihan sees the CVB as an arm of Brown County in that they promote the County and do a lot of good work in the community. The reason no payments for the first 5 years is being proposed is because the CVB is in the middle of a campaign to garner \$6.5 - \$7 million dollars. As of this time there they are at about \$3.5 million dollars and this loan from the County is seed money to help them achieve a threshold so they can proceed with the project. Moynihan feels this is the proper way to go about this because in the first 5 years in the facility, they can get their bearings and let the dust settle. Loan payments will come from advertising and/or fundraising, which they are currently doing. He feels the resolution is appropriate and urged the Committee to support it.

Van Dyck asked for more information on the timing of the funds. Weininger informed one of the things that would have to be done is to enter into a contract with the CVB and one of the pieces of that would be that the County dollars be last in. The County would not release money until it is shown that all permits have been secured and the necessary funds have been raised or committed to start the construction. The CVB would have to use their other funding before the County would give them the money so we can keep the funds in the general fund as long as possible. Van Dyck asked if there was any risk of shortfall after the County provides the money as far as proceeds to finish the construction. Weininger said the contract would include language that guarantees the level of commitment and would also include provision for the County to have some interest in the property if something happened, however, it was noted that the CVB does not own the land.

CVB President Brad Toll said the land is being leased from the Packers, but they are paying well below what would normally be charged because of the in-kind nature of the project. Toll indicated that the primary lender on the project will be Nicolet Bank. With regard to the interest suggested by Erickson, Toll noted that although they could pay that, he feels that money would be better spent on things like sales trips to promote the area. The CVB will be the building owner over the course of 30 years and then it will go to the landowner and the CVB will lease from them. Toll noted they have received a lot of support from throughout the community from a lot of major corporations as well as individuals and families.

Supervisor Buckley mentioned the expo hall that is going to be built and noted part of what the CVB does is help put people in our hotel rooms which results in room tax revenue which helps pay for some of the larger projects in the County, but they also get people at our gas stations and in our restaurants and stores which brings revenue into the community. Given what the County is putting into the expo hall, Buckley feels this loan is a very small percentage of advertising that will help bring things into the expo hall which will bring money back into the community. He feels in the long run, the County will realize much more benefits than what will be lost in interest over the course of the loan. The County needs to bolster the CVB to be able to do their job better and he feels this is a small price to pay for the benefit the County will receive.

Toll informed that typically a CVB receives about 50% of what a community collects in room tax and shared some history on how it came to be that the CVB here gets considerably less than that. He noted that Door County is building a new visitor center, but they do not need help with it because they receive about 70% of the room tax and Eau Claire is in the same position. The CVB has five people in the sales and services department and competes with Madison who has 15 in their sales and service department. This is why the CVB needs help. By not having a visitor center where we can encourage people to spend more time in the community or come back with friends later, the community would be missing out. The CVB is not asking the County to build the facility or maintain it, they are only asking for some help in getting it done.

Moynihan reminded this is a loan, not a handout and referenced several other communities where the CVBs get tax dollars to fund operations and again urged the Committee to vote in favor of this resolution.

Van Dyck asked if the CVB needs the loan in order to get the loan from Nicolet Bank. Toll said they do not absolutely need the County's loan to get the loan from Nicolet Bank, but having the County's money would mean they would need less from Nicolet. The ramification of not getting the loan from the County would be greater costs to the CVB and getting the deal done. The CVB is still fundraising and they are about \$900,000 from where they need to be and this loan from the County would reduce that to \$400,000. They are trying to break ground in April and this loan from the County would help ensure that that happens. The CVB intends to raise all the money they can and does not intend to stop fundraising when they get to the \$900,000. Van Dyck asked if in the event the fundraising efforts exceed the \$900,000, if the excess could be used to pay the loan back sooner. Toll said they could do that and would be happy to pay the loan back as quickly as possible which would result in more funds being available for marketing.

Van Dyck is in support of the loan and resolution, but feels a lot of the details discussed tonight are not included in the resolution and he would like to have the opportunity to see them in an agreement that comes back to this Committee for approval.

Hemery would like to know the terms and conditions that the Admin Committee and this Committee would like included in the agreement so the agreement can be drafted and included in the County Board packet for the January meeting. Items he intends to include in the agreement are that the CVB would have to obtain all permits, that the Brown County cash would be last in and that the parties would not ask for forgiveness of the loan. The Board of course will make the final decisions on this.

Lund is not against the resolution, but he also would like to see a contract that sets forth the details regarding things like the timing of payments and the mechanisms for payments, etc.

Erickson said he will also support the resolution but questioned if the \$500,000 is needed by CVB to hit the 80% necessary to start the project. Toll informed the agreement with Miron is to have 80% and the loan from the County is needed to get to the 80%. They do not need the 80% to get the loan from Nicolet, but they do need it to get the project started. Erickson feels it would be easier for the CVB to pay \$50,000 per year starting in year 1 instead of \$100,000 a year starting after 5 years. If the CVB is going to continue to fundraise as Toll said, Erickson feels they could start making payments right away.

Buckley suggested a clause in the agreement that if the CVB would end up raising more than their goal, a percentage of that be used to start paying off the County loan early. Toll said having some relief at the beginning would be helpful to allow them to get the electronics up and everything else that comes up. They want the building to blow the socks off of people who walk in when it is done and not take a number of years to complete. Moynihan pointed out the CVB could continue fundraising even after they are in the building. Lund said the more the CVB can promote the community the better. Promoting things like the airport and expo hall and business in the community is going to put the County far better off in the future than we are now. Lund does not mind language about prepayment, but he is not in favor of having specific numbers tied to it to allow the CVB some flexibility in promoting the County.

Van Dyck agreed with Buckley in that there should be something in the agreement that if the fundraising goal is exceeded, that the funds are shared with the County to go towards the loan. He does not want to see the CVB stop fundraising efforts when they reach their goal so he would propose some sort of split and consideration for early pay

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back. Lund would also support this, but he does not want to see the provisions be punitive and cause the CVB to stop their fundraising efforts.

Sieber noted the CVB is a non-profit entity whose job is to promote the community. This loan would be an investment in the community and its economy. Sieber would like Corporation Counsel to research whether the County is allowed to make money in the form of charging interest on a loan. Hemery said governments are allowed to break even, so if there is a loss on the County's side for giving the loan, they are able to charge interest to break even. Sieber noted how much the CVB does for the community and, in particular, the work they did on behalf of the Treasurer's office for the Wisconsin Treasurer's Association convention which was hosted by Brown County, all at no cost to the County. Sieber also noted that CVB staff has done work to try to bring more flights into Austin Straubel. They provide a number of other services to the County and Sieber said Green Bay is likely the only NFL city without a visitor center. He noted that the economic benefit of visitors to the community is large and getting them in a visitor center to show what the community has to offer and get them to come back and spend more money is very important because .5% of everything that is spent here goes right back to the County.

**Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

8. **Resolution to Notify State Officials of Results of Referenda Questions Regarding Dark Stores and Medical Marijuana.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

9. **Resolution Re: Authority to Execute a 2019 Labor Agreement with the Brown County Electricians Bargaining Unit.**

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. 4 Ayes, 1 Abstention (Sieber). MOTION CARRIED**

10. **Ordinance to Amend Brown County Code Section 2.05 regarding Creating Sub or Ad Hoc Committees.**

Hemery informed that only the ordinance needs to be acted on. The resolution that is attached is a proposed resolution that would be used in the future in the event this ordinance is passed. The ordinance requires that if a standing committee wishes to create a sub or ad hoc committee, it would have to be done by resolution approved by Corporation Counsel. The resolution is a fill-in-the-blank type document that sets forth the name of the sub or ad hoc committee, membership, etc.

The ordinance language was discussed and Van Dyck feels if we are trying to formalize the process, the language which states *appointments to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the committee chair* which was struck should actually be included in the ordinance to keep everything uniform. He feels deleting this language could cause more issues down the road.

Sieber said the concern of some members of the Administration Committee was making sure the process was formalized and the Committee chairs cannot just come up with subcommittees that are not officially recognized by the full Board. He does not object to language regarding the Committee Chair having the authority to appoint the members of sub or ad hoc committees.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to amend the ordinance as presented to leave in *Appointment to subcommittees and the selection of non-supervisory advisors shall be at the discretion of the committee chair* and add *and confirmed by majority vote of the standing committee*. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY**

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a. **Resolution Authorizing Standing Committee to Create Sub or Ad Hoc Committee.**

*No action taken.*

11. **Ordinance to Amend Brown County Code Section 2.14 Regarding Parliamentary Procedure – Only Allow One Motion Amendment to be Considered at a Time.**

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to amend ordinance as presented by changing *Section 2.05(8)* to *Section 2.14(10)* in Section 1. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve as amended. Vote taken. **MOTION CARRIED UNANIMOUSLY**

*Supervisor Buckley was dismissed at 7:56 pm.*

**Internal Auditor**

12. **Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans Recognition Subcommittee Budget Status Financial Report (Unaudited) – November 2018.**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

13. **Status Update: December 1 – December 31, 2018.**

Internal Auditor Dan Process noted there are dollars remaining in the County Board budget for tablets that will be carried forward and there is also a carryover in the Veterans' Recognition Subcommittee budget related to a donation.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Corporation Counsel**

14. **Corporation Counsel Oral Report.**

*No action taken.*

**Department of Administration & Human Resources**

15. **Director of Administration Report.**

Weininger invited the Committee to the cost allocation plan which deals with the process of chargebacks. If more than three Supervisors wish to attend, he will do the appropriate documentation for an open meeting.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

16. **Budget Status Over/Under Report as of November 2018.**

Weininger informed this is trending well, although final figures from Health and Human Services have not been received yet.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

17. Human Resources Report.

Weininger said he is working with HR staff on an employee policy manual and this is going efficiently. From a staffing level, the HR department is fully staffed with generalists but is looking for an assistant generalist which is more of a clerical position. They have brought in some people who have good experience that are currently learning the system and doing well. There is no interim HR Director at this time and Weininger said departments are supposed to work with the generalists and then if there are issues they can go to the senior generalist and from there to an HR manager. The goal is to have the assistants and generalists be able to talk about benefits so they can cover all HR issues with employees which should provide better quality of services. They are also doing mandatory monthly training on a number of topics.

With regard to the class and comp, Weininger is looking for some feedback and thoughts from the Committee. This information was also presented at Administration Committee. With regard to the class piece, the department heads are in the process of signing off after double checking the information regarding job descriptions and wage range.

The comp piece is more complex. Weininger recalled that there is \$800,000 set aside for this. The first thing he would like to do is set aside \$300,000 to move everyone that is below min up to min. The end goal is to keep everyone in market which would be somewhere between min and max.

Next Weininger would like to put \$100,000 in an account for market place adjustments. This would be used to adjust starting salaries when necessary to recruit for positions when the existing salary is not bringing in good applicants. In addition, this could be used to adjust salaries to reduce disparity in certain situations. This fund would also be used for flexibility in compression issues. The County has been very static in being flexible to meet the labor issues of the last several years and this fund would provide flexibility of that scenario as well.

One of the proposals for the remaining \$400,000 would be to use it to bring everyone who is at minimum up to a percentage of roughly 14 – 16%.

Moving forward, the plan would be to budget \$60,000 - \$100,000 for market based wage adjustments. The goal is to keep everyone in the market and there is a question as to what to do with everyone who is above max. The proposal would be to redline those positions but they would still get the COLA but it would be more like a bonus so it is not included in their base.

At this time these are just thoughts. Weininger met with department heads to talk through some of these scenarios and he feels what he just outlined allows for flexibility we have not had in the past and will fix a lot of the problems. Another idea is to do a legacy step system which allows for progression but would not cost anything additional to the County. This is something they will look at more for the 2020 budget.

The Committee was happy that there was a plan in place that the employees will be happy with. Weininger said when looking at the class they looked at the geographical region and found that no every county has similar positions. Sometimes they had to reach out to counties further away to find similar positions.

Van Dyck feels what is being proposed is good but he said there needs to be enough in the \$100,000 to make all the necessary adjustments and he is not sure \$100,000 is enough so there should be enough in the \$300,000 pot to supplement that. He does not necessarily like the legacy step program; he would rather see the steps based more on performance. Lund said it is not always the cost of bringing someone in; it is also about retention and keeping the good employees here.

Weininger will be working on finishing up the comp policies and then will send this all out to the department heads and then move it forward to the Administration Committee for review. He is also working on ideas of how to roll this all out to employees.

**Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

111

**County Executive**

**18. County Executive's Report.**

*No report; no action taken.*

**Other**

**19. Such other matters as authorized by law.**

Moynihan announced that Alicia and her husband Bob welcomed a baby girl into their family. Evie Patricia was born on January 4 and both she and Alicia are doing well.

Moynihan also advised that the Board Office has filled the part-time position and he would like to introduce the new employee at the next County Board meeting.

Sieber recalled he had mentioned that he would like to move oversight of the Brown County Housing Authority from Administration Committee to PD& T and asked if that can be included in next month's agenda. Lund was agreeable to that. Sieber also feels this Committee should have a discussion as to what the appropriate committee is for Administration and HR to report to to alleviate the need for Weininger to attend two meetings. Lund noted that can also be included on the next agenda.

**20. Adjourn.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to adjourn at 8:26 pm. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Administrative Specialist

ROBYN Y. DAVIS  
3168 TOBERMORY DRIVE  
GREEN BAY, WI 54311  
davisrobyn57@gmail.com  
920-227-8310

November 29, 2018

Tom Lund  
Chairperson, Executive Committee  
Brown County Board of Supervisors  
305 East Walnut Street  
Green Bay, WI 54301

**RE: Citizen's Redistricting Advisory Subcommittee**

Dear Mr. Lund:

Please accept this letter and the enclosed resume in application to serve as a Citizen Member of the Citizen's Redistricting Advisory Subcommittee. I learned of this opportunity through the League of Women Voters of Greater Green Bay. I have read the resolution creating the subcommittee and I would value the opportunity to serve the best interests of all Brown County citizens as a member of the committee.

I do not maintain any paid political party memberships.

Please feel free to contact me with any questions.

Very truly yours,

  
Robyn Y. Davis

Hand-Delivered

1

# ROBYN Y. DAVIS

3168 Tobermory Drive, Green Bay, Wisconsin 54311 | H: (920) 227-8310 | C: (920) 227-8310 | davisrobyn57@gmail.com

## EXECUTIVE PROFILE

Personable, genuine, passionate servant leader possessing excellent verbal and written communication skills with demonstrated ability to master and apply new information, as well as lead and influence in a manner which instills both confidence and enthusiasm.

## SKILL HIGHLIGHTS

- Leadership
- Superior Communication Skills
- Public Relations
- Building Collaborative Relationships
- Organizational Development
- Strategic Planning

## CORE ACCOMPLISHMENTS

- Leads multi million annual giving campaign
- Leads refreshed organizational strategic planning and execution
- Led organization transition and restructure
- Retired \$300,000.00 mortgage of residential homeless facility

## PROFESSIONAL EXPERIENCE

05/2017 to Current

**President and CEO**

**Brown County United Way — Green Bay, WI**

- Principal professional resource to the Brown County United Way Board and its Chair, and in cooperation with its Chair, represents the United Way to the community. The community includes a constituency of givers, recipients of services, individuals, agencies, governments, businesses and other institutions.
- Assures the continuity of top level volunteer direction for the United Way through a program of cultivation, recruitment and motivation of community leadership in Board of Directors and other volunteer leadership.
- Sets the strategy and direction of Brown County United Way.
- Cultivates and develops cooperative relationships with employers, employees, individuals, agencies, service providers, government and community groups to fund and implement effective community strategies.
- Establishes organizational plans, policies and procedures as necessary for effective operation of the United Way.. Reports to the Board on committee meetings and progress.
- Manages and directs the activities of a multi-disciplined staff in the planning, organizing, implementing and evaluating of: resource development, community impact initiatives, communications and marketing of Brown County United Way, financial resource management.
- Leads the CEO meeting process
- Develops effective internal systems and processes to support the work of the organization.
- Maintains relationship with Green Bay Labor Council and AFL-CIO

Community Services group.

05/2009 to Current

**President**

**Freedom House Ministries, Inc — Green Bay, WI**

- Provide leadership and vision for Freedom House consistent with the overall mission and values set forth by the Board of Directors. Reports to the Executive Committee of the Board of Directors.
- *Community Relations-Advocacy*: Represents the organization at community functions, establishing partnerships and alliances with like-minded organizations and cultivating influential relationships in the community. Develops and maintains close relationships with individuals and agencies in local and state levels of government.
- *Resource Development*: Provides leadership to Board and committees as well as actively solicits major donors and corporate partners and maintains positive relationships. Develops and supports fundraising campaigns and processes.
- *Financial Management*: Develops and monitors annual budget, routine financial matters and financial planning. Ensures long term viability through prudent financial management and procurement of funding sources, including grants.
- *Operational Management*: Responsible for all day-to-day operations including case management, volunteer management, facility management, aftercare programming, childcare licensing and expansion of core services, where appropriate. Supervision and development of 7 member leadership team.
- *Organizational Development*: In collaboration with the Board Nominating Committee, responsible for recruitment and training of Board members, liaison with various Board projects, providing guidance on Board policy, and measuring Board effectiveness.
- Collaboration with other organizations to address the challenge and eradication of homelessness in Brown County, WI.
- *Strategic Planning*:  
Responsible for strategic planning in collaboration with the Board.
- *Committee Management*: Provide priorities, direction, assignments for operating and ad hoc committees. Coordinate committee activities and holds committees accountable for results.
- *Human Resources-Personnel Management*:  
Hires, trains, coaches, supervises and annually evaluates performance of subordinate staff. Personnel management includes management of workers' compensation, insurance, employment laws and equal opportunity laws.

02/2009 to 05/2009

**Executive Vice President**

**Freedom House Ministries, Inc — Green Bay, WI**

- Position created to facilitate training and transition to Presidency.
- Reported to the former President and Board of Directors.

02/2007 to 02/2008

**Church Secretary**

**Beautiful Savior Lutheran Church — Green Bay, WI**

- Responsible for the day-to-day paper work and administration of the church including correspondence, worship folders, announcements, and

- coordination of church newsletter.
- Supervision of paid and volunteer staff.
- Reported directly to senior pastor.

01/2006 to 01/2008

**Executive Assistant**

**Leap of Faith Group, Inc — De Pere, WI**

- Responsible for office management and administrative duties leading up to and beyond first faith-based event held at Lambeau Field, Green Bay, WI.
- Developing and implementing registration procedures, supervision of office staff, preparation of documents to obtain state and federal tax exemption status for the organization.
- Reported directly to President.

11/2002 to 11/2007

**Paralegal/Administrator**

**Cassiani /Wise Shepherd Law Offices — Green Bay, WI**

- Responsible for legal research, drafting of court documents, preparation of clients for hearings/trials, supervision of paralegal, clerical support and legal interns.
- Assisted in establishing the Green Bay office through community networking.

## EDUCATION

2013

**Social Innovative Leadership Experience**

**Marquette University**

Certificate of Completion, College of Business Administration

2013

**US Army War College — Carlisle Barracks, Pennsylvania**

Certificate of Leader Development, National Security Seminar

2008

**Biblical Counseling Institute — Mobile, Alabama**

Joint Certificate in Biblical Counseling with Smith Center for Leadership Development, Southwestern Baptist Theological Seminary, Fort Worth, Texas.

1982

**Juris Doctor**

**George Washington University Law School — Washington, D.C.**

1979

**Bachelor of Arts: English, Sociology**

**Hofstra University — Hempstead, NY**

## PROFESSIONAL AFFILIATIONS

**Green Bay Packers of the National Football League, Board of Directors**

**Center for Exceptional Leadership, St. Norbert College, Facilitator**

**Weidner Center Presents, Inc., Green Bay, WI: Board of Directors**

**Diversity and Inclusiveness Task Force, Co-Chair, Greater Green Bay Chamber**

**Management Women, Green Bay, WI: Board of Directors**

Chair, Bylaws Committee;

Chair, Strategic Planning Committee,

Membership Committee

Program Presenter

**Bay Area Community Council, Green Bay, WI: Board of Directors**

**Brown County Homeless and Housing Coalition, Green Bay, WI:**



Governing Board  
Aurora Bay Care Ethics Committee, Green Bay, WI:  
Community Member  
Salvation Army Advisory Council, Union Court, Green Bay, WI  
Northeast Wisconsin Alumnae Chapter, Delta Sigma Theta Sorority, Inc., Charter  
Member, April 2016, Corresponding Secretary  
Freedom House Ministries, Green Bay, WI: Board of Directors  
Board Secretary, Executive Committee

## ADDITIONAL INFORMATION

- Work experience from 1993-2002: Ministry Administrator, Retail Management.
- Law related experience from 1982-1993: Staff Attorney, RI Legal Services, Providence, RI; Assistant Attorney General, RI Department of Attorney General, Providence, RI; Managing Partner, Davis and Terry Law Firm, Providence, RI; Associate Justice, Providence Housing Court, Providence, RI.

## REFERENCES

References Available Upon Request

Honorable Patrick Moynihan, Jr.

Aug. 13, 2018

Brown County Chair

305 E. Walnut St.

P.O. Box 23600

Green Bay, WI 54305-3600

Dear Chair Moynihan

Please consider this missive as a request from me to be appointed to the Citizens Redistricting Advisory Subcommittee. As both a voting citizen and Trustee of the Village of Ashwaubenon, the development of local and state voting districts is a subject which is important to me and in which I have a great deal of interest. Many constituents have expressed an interest in this matter to me.

I have been following the Whitford case closely. This is the US Supreme Court's ruling regarding Wisconsin's drawing of legislative districts following the 2010 decennial census. This case is now back in the District Court of Wisconsin and will in all likelihood return to the Supreme Court in the future.

Based on the importance of the issue of drawing legislative districts every 10 years and my interest in this issue, I sincerely request that the County Board consider me for membership to this vital Committee.

Your consideration is greatly appreciated.

A handwritten signature in black ink, appearing to read "Ken Bukowski". The signature is stylized with a large, sweeping "K" and a cursive "Bukowski".

Ken Bukowski

Village Trustee

Pam Parish  
2596 Appian Way  
Green Bay, WI 54302  
[pam@downtowngreenbay.com](mailto:pam@downtowngreenbay.com)

County Board Office  
305 East Walnut Street  
Green Bay, WI 54301

To Whom It May Concern,

I received a letter from the League of Women Voters of Greater Green Bay regarding the Citizens Redistricting Advisory Sub-committee. I am writing this letter to express my interest in serving as a member of this sub-committee.

My name is Pam Parish and I am currently the Program Manager for Downtown Green Bay, Inc. and Olde Main Street, Inc. I am involved in a variety of community organizations and boards such as the City of Green Bay's Economic Development Authority, Wisconsin Downtown Action Council, Southwest Softball Association, and Big Brother Big Sisters. I graduated from the University of Wisconsin Green Bay in May 2016 with degrees in Political Science, Public Administration, and Environmental Policy and Planning and a minor in Global Studies.

I do not have a paid political party membership.

I appreciate the invitation to serve on the Citizens Redistricting Advisory Sub-committee. If you have any questions or would like to hear more about my interest, please do not hesitate to contact me by email at [pam@downtowngreenbay.com](mailto:pam@downtowngreenbay.com), or by phone at 920-639-9674.

Thank you,



Pam Parish

# Pamela Parish

920.639.9674 | 2596 Appian Way, Green Bay, WI | pparish456@gmail.com

## Experience

**April 2016 - Present | Program Manager**

**Downtown Green Bay Inc. & Olde Main Street Inc., Green Bay, Wisconsin**

- Oversee and manage the Districts' streetscape activities/programs including: *Art on Main*, *Grow 'n Glow*, cleanliness, banner program, holiday décor, receptacles, district markers and green spaces (medians, planter programs, district plantings, etc.)
- Direct and manage funds raised through the *Grow 'n Glow* capital campaign with direction from Physical Improvements Committee
- Evaluate the effectiveness of the Districts' programs regularly
- Maintain data systems to track the progress of local programs, including economic monitoring (recruitment/retention log, activity logs, occupancy studies, consumer surveys, etc.) individual building files, etc.
- Manage parking issues in the districts including being aware of any changes made and informing businesses, visitors, and employees
- Maintain website information including available properties, studies and reports, developments, and current projects and programs
- Develop and maintain positive and productive working relationships with local government officials and staff, business owners, the Board of Directors in both districts, and community leaders
- Research, write, and execute grant opportunities to fund programs

**Spring 2016 | Mayor's Chief of Staff, Intern**

**City of Green Bay, Green Bay, Wisconsin**

- Assist with the State of the City Address

**May 2015 - April 2016 | Program and Events Intern**

**Downtown Green Bay, Inc. & Olde Main Street, Inc., Green Bay, Wisconsin**

- Oversee and coordinate Indicators for Impact Study in cooperation with UW-Madison for Downtown Green Bay Saturday Farmers Market. Includes: coordinating and training volunteers, vendor and participant surveys as well as data reporting over course of summer markets
- Develop a master property and business database for over 700 downtown contacts: includes research through phone calls and web
- Research and report office occupancy, event and attraction attendance and available property information
- Update and input data onto downtowngreenbay.com website
- Served as Event Crew for Associated Bank's Fridays on the Fox, Gallery Nite Presented by Merrill Lynch and on-site manager for Summer in the Park

## Education

**Bachelor of Science Degree and Bachelor of Arts Degree | May 2016**

**Majors in Political Science, Public Administration & Environmental Policy and Planning**

**University of Wisconsin Green Bay**

## Leadership and Recognition

**Spring 2016 | UW Green Bay's Outstanding Student of the Year, Spring 2016 Commencement | Chancellor's Leadership Medallion**

## Board of Directors

**September 2017 - Present | Southwest Softball Association (Secretary)**

**January 2018 - Present | The Art Garage (Secretary)**

**March 2018 - Present | Wisconsin Downtown Action Council**

## Other

**June 2017 - Present | Member of the City of Green Bay's Economic Development Authority**

**November 2018 - Present | Member of the International Visiting Scholars Steering Committee**

**December 2015 - Present | Big Sister in the Big Brothers Big Sisters Program**

Hector Rodriguez  
1460 Waterford Dr.  
Green Bay, WI 54313  
November 20, 2018

Anneliese Waggoner  
League's Fair Voting Maps Committee  
League of Women Voters  
305 E. Walnut St.  
Green Bay, WI 54301

Hello, Anneliese.

I am writing to express my interest in serving as a Citizen Member of the Citizens' Redistricting Advisory Sub-Committee.

Education was my life's work prior to my retirement in 2012. Over the course of 27 years, I served in Houston and Austin, Texas, as an elementary principal, assistant principal, counselor, and bilingual teacher, completing my career as director of alternative programs. I hold several degrees from universities in Texas; a doctorate in curriculum and instruction, a master's in education – counseling and in business, and a professional certificate in educational administration. My bachelor's degree was completed in Spanish at a Mexican university.

I am quite active in other organizations in Green Bay, currently serving on the Greater Green Bay Community Foundation board and the Community Advisory Board of Directors for the UW medical school. I provide classes free of charge to eligible Latinos and other immigrants wishing to become US citizens. The growing and vibrant Hispanic culture is quickly becoming the backbone of the east side of Green Bay. As the largest minority group in the city, I believe it is important that the community has a voice, and this is the most important of many qualities that I would bring to the board.

I hold no paid membership in any political party.

A complete resume is included with the current email. I would appreciate the opportunity to serve and hope to hear from you soon. Thank you for your consideration!

Respectfully submitted,

Hector E. Rodriguez, Ed. D., M.B.A., M. Ed.

## Héctor Eliud Rodríguez, Ed.D., M.B.A.

1460 Waterford Drive  
Green Bay, Wisconsin 54313  
920-664-2721 (C)  
6DegreesLimited@gmail.com

### ACCOMPLISHMENTS

*Offering extensive experience and education in educational administration, business and management: fluent in both English and Spanish. Experience includes, but is not limited to:*

- Opened real estate office, 6 Degrees Realty, in spring 2017 after achieving broker's licensure in real estate.
- Dissertation, "Action Research: An Approach to Understanding Family Attitudes and Beliefs and Their Practice in a Dual Language Program in an Urban School Context," subsequently selected for publishing by VDM Verlag Publishers, Germany (ISBN: 978-3-8364-9949-1) under the title, "The Effect of Family Values on Dual Language Students."
- Retired in June 2012 as Director of seven Alternative Education Programs for the Austin Independent School District including discipline programs K-5, 6-8, and 9-12; adjudicated programs through Travis County; drug rehabilitation program through Phoenix Academy; psychiatric program through Seton Shoal Creek Hospital.
- Served as adjunct instructor (part-time) in the graduate education program at Concordia University, Austin, Texas during four semesters.
- Served as Instructional Leader for an inner-city elementary school of 900 students Exemplary status, 2001-2002: Recognized status, 2000-2001, 03-04, 04-05.
- Created and implemented a magnet program in Technology which became one of three finalists for Blue Ribbon recognition, 2005.
- Honored as Principal of the Year for the HISD North District through Region IV Education Service District, June, 2002 and June, 2005.
- Received PALS (Principals Advocating Library Services) Award, 2004.
- Nominated for Hispanic Administrator of the Year, 2002.
- Supervised and appraised teams of elementary and middle school teachers.
- Selected as a mentor principal.
- Planned and implemented a new computer lab for Classroom, Inc., which received recognition as a model lab for the nation.
- Presented inservice training on ModelNetics, Discipline with Dignity, Boys' Town, and Technology Training (including Internet, Power Point, Database Management, Mail Merge)
- Presented inservice programs on various topics to elementary and middle school teachers and parents(English and Spanish) using PowerPoint.
- Certified in mediation/conflict resolution.

## PROFESSIONAL EXPERIENCE

April 2017 to Present	Broker/Owner – 6 Degrees Realty Wisconsin Broker licensure
March 2013 to April 2017	Realtor (part time) – Keller Williams Realty, Shorewest Realtors Wisconsin Realtor licensure
June 2006 to June 2012	AUSTIN INDEPENDENT SCHOOL DISTRICT Director – Alternative Education (Retired)
January 2011 to July 2012	CONCORDIA UNIVERSITY – TEXAS Adjunct Instructor (part-time) - graduate education program Taught courses in <i>Principal as Diversity Leader</i> , <i>Curriculum Development and Design</i> , and <i>Learning Theory</i>
1996 to 2006	HOUSTON INDEPENDENT SCHOOL DISTRICT Principal – Herrera Elementary School (1998-2006) Assistant Principal – Marshall Middle School, Bellfort Alt. School
1991 to 1996	PASADENA INDEPENDENT SCHOOL DISTRICT Counselor – Challenger Alternative Middle School (1992-1996) Bilingual Teacher – Bailey Elementary School
1985 to 1991	HOUSTON INDEPENDENT SCHOOL DISTRICT Bilingual Teacher – DeZavala, Brookline El. Schools (1989-1991) Substitute Bilingual Teacher (long term) – various campuses
1988	BANAMEX HOUSTON Corporate Credit Analyst MBA Internship
1980 to 1984	DIRECCIÓN GENERAL DE TURISMO Planning Coordinator

## EDUCATION

UNIVERSITY OF HOUSTON— Doctor of Education  
Curriculum and Instruction/ Instructional Technology – May, 2007  
Dissertation: *Action Research: An Approach to Understanding Family Attitudes and Beliefs and their Practice in a Dual Language Program in an Urban School Context* – later published under the title, *"The Effect of Family Values on Dual Language Students"* (VDM Verlag Pub. ISBN: 978-3-8364-9949-1)

UNIVERSITY OF HOUSTON – CLEAR LAKE Certification in Educational Administration – 1996	Clear Lake, TX
SAM HOUSTON STATE UNIVERSITY Master of Education in Counseling – 1991	Huntsville, TX
BANAMEX HOUSTON MBA Internship – 1988	Houston, TX
UNIVERSITY OF HOUSTON – CLEAR LAKE Master of Business Administration – 1988	Clear Lake, TX
UNIVERSIDAD ANÁHUAC Bachelor of Tourism Administration – 1981	Mexico City, Mexico

### **CERTIFICATION AND LICENSURE**

**Wisconsin Real Estate Broker Licensure**  
**Wisconsin Real Estate Sale License**

#### **Wisconsin Department of Public Instruction**

03-Superintendent  
51-Principal  
54-School Counselor  
**Texas Education Agency**  
Superintendent K-12  
Mid-Management—Administrator K-12  
Counselor—K-12  
LOTE- Spanish 6-12  
Elementary Teacher 1-6  
Bilingual Elementary Teacher 1-6

#### **Colorado Department of Education Certifications:**

Professional Principal License K-12  
Professional Special Services – Counselor

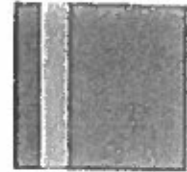
Certified Mediator  
Model-Netics  
Boys' Town Social Skills

### **VOLUNTEER WORK**

Teach Citizenship Classes to eligible immigrants free of charge, assist with applications  
Approximately 9-12 hours per week



Cheryl McCutcheon  
3430 Shady Lane, Suamico, WI 54313  
920-434-0934 mccutcheon@new.rr.com



November 10, 2018

County Board  
305 East Walnut Street  
Green Bay, WI 54301

Re: Citizens Redistricting Advisory Sub-Committee

Dear County Board,

I am writing to express interest in being selected as a Citizen Member of the Citizens Redistricting Advisory Sub-Committee that will be forming soon. I am anxious to become more involved in the community and our local government.

In my 20+ years at Procter & Gamble, I have demonstrated many skills, as shown in the attached resume, that may benefit this and future committees.

I am not a member of a political party.

Thank you in advance for considering me for this role.

Sincerely,

Cheryl McCutcheon



# CHERYL MCCUTCHEON

3430 Shady Lane, Suamico, WI 54313 • 920-434-0934  
mccutcheon@new.rr.com

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## EXPERIENCE

MARCH 1998 - CURRENT

### PROJECT MANAGER, PROCTER & GAMBLE

- I currently lead capability-building efforts for the company's engineering organization.
- In past roles, I have led successful start-ups of several multi-million-dollar projects.
- I have extensive experience in leading groups of people, managing project timelines, and controlling budgets.

MAY 1995 – MARCH 1998

### PROCESS ENGINEER, FORT JAMES CORPORATION

- Improved safety, quality, and reliability results for papermaking and converting departments.

## EDUCATION

FEBRUARY 2004

### M.S. ENGINEERING MANAGEMENT, MILWAUKEE SCHOOL OF ENGINEERING

MAY 1995

### B.S. CHEMICAL ENGINEERING, MICHIGAN TECHNOLOGICAL UNIVERSITY

## STRENGTHS

- Leadership
- Action-planning
- Initiative and follow-through

## SKILLS

- Strong computer skills
- Managing a budget
- Organization

## ACTIVITIES

- Volunteering
  - Reading coach for 2nd grade class
  - Coalition of Voting Organizations
- Triathlete and half-marathon runner
- Traveling, cooking, reading, scrapbooking

11/19/18

Thomas M. Joynt, PhD  
2460 Deerpath Drive  
Green Bay, WI 54302  
920-469-7569  
tjoynt@cesa7.org

Dear *Citizen's Redistricting Advisory Sub-Committee*,

This letter is sent to express my interest in serving as a citizen representative on the *Citizen's Redistricting Advisory Sub-Committee*. In terms of my background, I have been a resident in Brown County as of the last 28 years. I have no "paid political party membership". Formerly, I served as the Green Bay School District Superintendent from 1991-2001. I earned my Doctorate at the University of Wisconsin-Madison in the Administrative Leadership Program offered through the School of Education. Finally, I also taught in the Administrative Leadership Program at the University of Wisconsin-Milwaukee from 2001-2015.

I believe my leadership role as the Green Bay District Superintendent and my training and teaching experience on the Doctoral level will help make my participation helpful.

Thank you for your consideration.

Respectfully,

Thomas M, Joynt

A handwritten signature in dark ink, appearing to read "Thomas Joynt", written over a light blue horizontal line.

## Thomas M. Joynt

### POSITIONS IN EDUCATION

2001 to 2015 - Faculty member University of Wisconsin-Milwaukee, Administrative Leadership Department

- Supervised practicum assignments for district administrator and principal candidates
- Taught district administrator and principal classes specializing in politics, personnel and supervision
- Served as a consultant in school district planning

1991 to 2001 - Superintendent Green Bay Area Public School District

- Provided leadership in passing four referendums to secure funding for construction and maintenance of new or remodeled school facilities;
- Provided leadership to outline standards and benchmarks for the entire curriculum as well as implement new assessment initiatives;
- Reorganized the District's administrative structure and initiated individual building and District Learning Councils with staff and community representatives,
- Introduced the concept of school based family resource centers,
- Helped to organize and chair the Education Grant Committee for the Greater Green Bay Foundation.

1988 to 1991 - Superintendent Menomonee Falls School District

- Reorganized the District's facility plan for projected growth,
- Expanded the District's role in the 220 (Milwaukee Voluntary Integration) Program,
- Served as the Chair of the Minority Education Recruitment Office sponsored by the 220 program,
- Served as the suburban representative on the Greater Milwaukee Education Trust

1984 to 1988 - Superintendent Pulaski Schools

- Worked with the University of Wisconsin-Madison North Central Association office to develop a K-12 optional evaluation process;
- Expanded the District's Community Education program especially in the areas of adult education, health services and child care;
- Implemented a District-wide staff development program to support a new supervision/evaluation plan.

1976 to 1984 - Principal Pulaski High School.

1974 to 1976 - Assistant Superintendent of McHenry (Illinois) Secondary School District

1973 to 1974 - Principal of Kohler Secondary Schools (grades 6-12).

1970 to 1973 - Assistant Principal at Pulaski High School.

1966 to 1970 - Team Leader in the United States History Team involving University of Wisconsin Interns each semester initially at Janesville High School and later at Janesville Craig High School.

### EDUCATION

1964 - Bachelor's Degree - University of Wisconsin-Madison

1966 - Master's Degree in United States History-University of Wisconsin-Madison

1972 - Master's Degree in Educational Administration-University of Wisconsin-Madison

1982 - Ph.D. in Educational Administration-University of Wisconsin-Madison

### ARTICLES

April, 2007

"Wisdom of Experience" by Thomas Joynt, Wisconsin School News.

May, 2005

"Rational Decisions, Public Trust", by Thomas Joynt, Wisconsin School News.

December, 2002

"Cost Cutting Through Onion Layers", by Thomas Joynt, The School Administrator.

November, 2001

"Partnerships - An Answer Not a Choice", by Thomas Joynt, Wisconsin School News.

August, 1999

"Testing and Fairness" by Thomas Joynt, Wisconsin School News.

May, 1997

"The High School of the Future" by Daniel Nerad and Thomas Joynt, Wisconsin School News.

April, 1994	"Community Education with a New Twist" by Thomas Joynt, <u>Wisconsin School News</u> ;
September, 1993	"A System Plan to Reorganize Top Leadership" by Thomas Joynt, <u>The School Administrator</u> ;
June, 1990	"Education-Is It a Matter of Choice?" by Thomas Joynt, <u>Wisconsin School News</u> .

## POST SECONDARY EDUCATIONAL EXPERIENCE

2001 to present	Planning consultant – Marion, Gillett, Sevastopol, DePere, Waukegan, Howard Suamico, Pulaski, and Kiel
1990 to 1999 –	Adjunct Instructor–University of Wisconsin-Milwaukee Administrative Leadership,
1984 to Present –	Staff Development Trainer – Rosendale Brandon School District

## PRESENTATIONS

December 11, 2003	"The Onion Model Might Save You Some Budget Headaches" Wisconsin Association of Administrators Winter Conference,
August 2002, 2003	Keynote speaker for Oconto Falls (2002) and Mauston (2003) start of the year district in-service,
May 2, 2002	"Dealing with Difficult Boards and Maverick Board Members" Panel for the Annual Wisconsin Association of School District Administrators Conference;
November 6, 2001	"The Value of Partnerships for Improved Student Learning" Wausau School District in-service;
March 1, 2000	"Creating Meaningful Parent and Community Partnerships in Schools" Keynote speech at the Department of Public Instruction Community Education Conference,
May, 1998	Keynote address at the Family Center Workshop for Schools and Communities (co-sponsored by Parents Plus, the Department of Public Instruction and the Wisconsin Parent Teachers Association);
February, 1997	"Community and School District Shared Goals . . . Shared Use" (co-presenter) at the Annual Wisconsin Association of School District Administrators School Facilities Conference;
October, 1996	"Using the Neighborhood as a Resource" at the Annual Community Education Conference;
December, 1995	"Budget Cutting Made as Painless as Possible Through a Priority Point System" at the Wisconsin Association of School District Administrators Winter Conference.
October, 1995	"Community Education as an Agent of Change" at the Community Education Conference,
April, 1995	"Strategies for Passing Referenda" at the Wisconsin Association of School District Administrators Educational Conference;
June, 1990	"Strategic Planning for the Year 2000" at South Central Conference Administrators Summer In-service.

## ORGANIZATIONS/RECOGNITION

September, 2002	Distinguished Service Award, Wisconsin Association of School District Administrators,
1998 to 2001	President of the Wisconsin Association of School District Administrators,
1998 to 2001	Board of Directors of Green Bay Area Chamber of Commerce,
1998 to 2001	Steering Committee of the University of Wisconsin-Green Bay Institute for Learning,
1996 to 2000	Chair of Grants Committee for Greater Green Bay Trust Foundation,
1995 to 2000	Board of Directors of the Wisconsin Economic Education Board (former President of the Board 1995-1997);
1994	University of Wisconsin-Madison School of Education Alumni Achievement Award,
1993	Chaired the Community Education Task Force sponsored by the Department of Public Instruction,
1992 to 2001	Founding member of the Partners in Education (Brown County) – two terms as President,
1991 to 2001	Member of Wisconsin Community Education Association;
1991 to 1993	Chaired the Minority Education Recruitment Committee (220 Program);
1990	Member of the Greater Milwaukee Education Trust Board.

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR February 11, 2019 MEETING					
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR	
ATTY. GARY WICKERT	12W27	1/29/2019	\$ 6,386.75	Airport General	
Conway, Olejniczak & Jerry, SC	6	12/31/2018	\$ 423.50	Highway	
VonBriesen	277318	1/9/2019	\$ 26,052.00	BCTPA	
MICHAEL BEST	1601419	1/10/2019	\$ 791.00	Resource Recovery	
Total ----			\$ 33,653.25		

**GARY A. WICKERT, S.C.**  
*Attorney and Counselor at Law*  
801 E. WALNUT • P.O. BOX 1656  
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188  
wicklaw@gbonline.com

January 29, 2019

Brown County Airport  
P.O. Box 23600  
Green Bay WI 54305-3600

Re: General Matters  
Our File No. 12 W 27

**STATEMENT**

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
12/20	Meeting at Airport with Marty Piette, Sue Bertrand, and Rachel Engeler re: CBP (building lease), Khrome, etc.;	2.25
	Emails and letter from Attorney Demerath re: 3 Clans - refinance);	
	Phone conference with Sue Bertrand re: 3 Clans;	
12/21	Letter to Sue Bertrand re: 3 clans refinance	.60
	Prepare proposed changes - CBP building lease;	
12/26	Letter to Marty Piette re: CBP building lease	.50
	Received Rousseau documents form Attorney Kimps;	.10
	Letter to Marty Piette re: Rousseau	.15
12/27	Email from Sue Bertrand re: Perkovich;	
	Review Perkovich lease;	
	Phone conference with Sue Bertrand re: Perkovich;	.50
1/3	Phone conference with Sue Bertrand re: Rousseau	.20
	Email from Sue Bertrand re: Rousseau documents;	
1/7	Latter to Attorney Kimps re: Rousseau	.20
	Email with original of Oneida refinance documents;	
	Phone conference with Sue Bertrand re: Oneida refinance, etc.	.60
1/10	Review miscellaneous subfiles and prepare topic list for meeting with Marty Piette, Sue Bertrand, and Rachel Engeler;	2.15
	Meeting at Airport with Marty Piette, Sue Bertrand, and Rachel Engeler re: miscellaneous matters;	3.00
	Review Khrome file and others per meeting notes;	.25
	Letter to Frank Burkel;	.20
	Email to Marty Piette re: NWS lease	.15
1/11	Email to Marty Piette re: CBP terminal lease;	.15
	Email to Marty Piette re: terminal lease;	.15
	Email to Marty Piette re: Skyworthy;	.15
	Email to Marty Piette re: 5 Acres;	.15
	Email to Marty Piette re: Pilotsmith;	.15
	Email to Sue Bertrand re: Amano;	.15
	Email to Sue Bertrand re: GCR;	.15
	Email to Tom Devine re: ground rent	.20
1/16	Begin review of Alamo Service Agreement	.40

Page Two  
January 29, 2019

1/17	Review Rental Car Services Agreement; Conference with Sue Bertrand re: Vasalia; Conference with Marty Piette re: Rental Car Services Agreement; Phone conference with Sue Bertrand re: Rental Car Service Agreement; Work on Rental Car Services Agreement/ground lease;	4.00
	Review miscellaneous emails re; ground rent rates	.20
1/18	Complete draft - Ground Lease - Rental Car Services Area; Email to Marty Piette re: Rental Car Service Area;	3.00
	Begin review of DBT (Vaisala) agreement	.25
1/20	Complete review of DBT agreement and review current Vaisala agreement	.60
1/21	Review attachments and warranty (old vs. new) Vaisala Agreement/DBT; Emails re: rental rates	1.00
	TOTAL HOURS:	<u>.10</u> 21.65

21.65 HOURS @ \$295.00 PER HOUR: \$6,386.75

AMOUNT DUE ON ACCOUNT: \$6,386.75

Thank you.  
GAW:prn

*M. Piette*  
1-29-19



RECEIVED BY

JAN 10 2019

Brown County  
Corporation Counsel

STATEMENT

*Law Firm of*

CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200  
Green Bay, WI 54305-3200  
PHONE 920-437-0476  
FAX 920-437-2868

OK  
KB-6  
PAC  
1/10/19  
100,016.001.5716

PAUL A. FONTECCHIO  
BROWN COUNTY PUBLIC WORKS DEPARTMENT  
2198 GLENDALE AVENUE  
GREEN BAY WI 54303-6405

Page: 1  
12/31/2018  
ACCOUNT NO: 201815-025M  
STATEMENT NO: 6

PLEASE RETURN THIS PORTION WITH PAYMENT

BROWN COUNTY vs. WISCONSIN PUBLIC SERVICE CORP.

	PREVIOUS BALANCE			\$723.96
			HOURS	
12/12/2018				
JJR	ATTENTION TO UPCOMING DEADLINES, INCLUDING EXPERT DISCLOSURE DEADLINE		0.30	
12/19/2018				
JJR	ATTENTION TO EXPERT DEADLINES		0.20	
SAJ	PREPARE NOTICE OF EXPERT.		0.20	
12/20/2018				
SAJ	REVIEW DISCOVERY, COMPLAINT AND ANSWER AND PREPARE 1ST REQUESTS TO ADMIT, INTERROGATORIES AND REQUESTS FOR PRODUCTION.		1.20	
12/21/2018				
JJR	REVISE AND EDIT EXPERT DISCLOSURE		0.20	
	FOR CURRENT SERVICES RENDERED		2.10	423.50
	TOTAL CURRENT WORK			423.50
12/31/2018	PAYMENT - THANK YOU - CK 209010			-364.50
	BALANCE DUE			<u>\$782.96</u>

BALANCE DUE ON RECEIPT OF THIS STATEMENT.  
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE  
*Law Firm of* CONWAY, OLEJNICZAK & JERRY, S.C.  
FED L.D. # 38-1254187

3

RECEIVED BY

JAN 11 2019

Brown County  
Corporation Counsel



100.016.001.5716.200

BROWN COUNTY  
ATTN: DAVID HEMERY  
DAVID.HEMERY@CO.BROWN.WI.US  
305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE NO. 277318  
INVOICE DATE JANUARY 9, 2019  
TAX ID. 39-1576289  
ATTY. ANDREW T. PHILLIPS

BCTPA LITIGATION

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH DECEMBER 31, 2018

SMITHA CHINTAMANENI	51.50 hours at \$320.00 =	16480.00
STEVEN NELSON	14.00 hours at \$340.00 =	4760.00
NICHOLAS J. BOERKE	2.00 hours at \$240.00 =	480.00
ANDREW T. PHILLIPS	15.30 hours at \$280.00 =	4284.00
BENNETT J. CONARD	0.20 hours at \$240.00 =	48.00

CURRENT FEES \$26,052.00

TOTAL CURRENT CHARGES THIS BILL \$26,052.00

BALANCE FORWARD \$22,261.76

TOTAL AMOUNT DUE: \$48,313.76

3

BROWN COUNTY  
ATTN: DAVID HEMERY  
DAVID.HEMERY@CO.BROWN.WI.US  
305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE NO. 277318  
INVOICE DATE JANUARY 9, 2019  
TAX ID. 39-1576289  
ATTY. ANDREW T. PHILLIPS

BCTPA LITIGATION

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH DECEMBER 31, 2018

12/03/18 SC	3.90	1248.00
-------------	------	---------

12/03/18 SLN	.90	306.00
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12/04/18 SC	4.20	1344.00
-------------	------	---------

12/04/18 SLN	1.00	340.00
--------------	------	--------

12/04/18 ATP	.80	224.00
--------------	-----	--------

12/05/18 SC	2.30	736.00
-------------	------	--------

BROWN COUNTY  
009948-00023

PAGE 2

12/05/18 SC	2.10	672.00
12/05/18 SLN	.10	34.00
12/06/18 SC	3.90	1248.00
12/06/18 SLN	1.00	340.00
12/10/18 SLN	.20	68.00
12/11/18 SC	.80	256.00
12/12/18 SLN	1.20	408.00
12/13/18 SC	3.40	1088.00
12/13/18 SLN	.50	170.00

BROWN COUNTY  
009948-00023

PAGE 3

12/13/18 ATP	3.90	1092.00
12/13/18 BJC	.20	48.00
12/14/18 SC	2.50	800.00
12/14/18 SLN	.30	102.00
12/15/18 SC	3.10	992.00
12/17/18 SC	4.20	1344.00
12/17/18 SLN	3.10	1054.00
12/17/18 ATP	4.20	1176.00
12/18/18 SC	3.80	1216.00
12/18/18 SLN	1.30	442.00

BROWN COUNTY  
009948-00023

PAGE 4

12/18/18 ATP 1.90 532.00

12/19/18 SC 3.40 1088.00

12/19/18 SLN 1.50 510.00

12/19/18 ATP 1.90 532.00

12/20/18 SC 4.10 1312.00

12/20/18 SLN 2.20 748.00

12/20/18 NJB 2.00 480.00

12/20/18 ATP .80 224.00

BROWN COUNTY  
009948-00023

PAGE 5

12/21/18 SC 4.70 1504.00

12/21/18 SLN .70 238.00

12/21/18 ATP 1.00 280.00

12/31/18 SC 5.10 1632.00

12/31/18 ATP .80 224.00

CURRENT FEES FOR THIS MATTER \$26,052.00

BILLING SUMMARY

SMITHA CHINTAMANENI	51.50 hours at \$320.00 =	16480.00
STEVEN NELSON	14.00 hours at \$340.00 =	4760.00
NICHOLAS J. BOERKE	2.00 hours at \$240.00 =	480.00
ANDREW T. PHILLIPS	15.30 hours at \$280.00 =	4284.00
BENNETT J. CONARD	0.20 hours at \$240.00 =	48.00

CURRENT FEES \$26,052.00

TOTAL CURRENT CHARGES THIS BILL \$26,052.00

BALANCE FORWARD \$22,261.76

TOTAL AMOUNT DUE: \$48,313.76

3



RECEIVED BY

JAN 23 2019

Brown County  
Corporation Counsel

David Hemery, Corporation Counsel  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Invoice Date January 10, 2019  
Invoice No. 1601419

Client/Matter 018236-0023 Implementation of Brown County Landfill Siting Agreement

For professional services rendered through December 31, 2018, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
12/12/18	D Crass	Review e-correspondence transmitting wetland delineation report response.	0.20	\$ 113.00
12/28/18	D Crass	Review e-correspondence and attachment from Mr. Haen; briefly review past correspondence; telephone conference with Mr. Haen; prepare e-correspondence responding to same; review reply from corporation counsel; prepare e-correspondence agenda to Attorney Marek for January 14 meeting.	1.20	678.00
Total Hours and Services			1.40	\$ 791.00
Total Services				\$ 791.00
Total Disbursements				0.00
Total This Invoice				<u>\$ 791.00</u>

100.016.001.5716

Michael Best & Friedrich LLP  
Attorneys at Law  
One South Pinckney Street  
Suite 700  
P.O. Box 1806  
Madison, WI 53701-1806  
Phone 608.257.3501  
Fax 608.283.2275  
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:  
Michael Best & Friedrich LLP  
PO Box 88462  
Milwaukee, WI 53288-0462

Wire Transfer Instructions  
Bank Name: BMO Harris Bank, N.A.  
111 W. Monroe Street, Chicago, IL 60603  
ABA Routing # 071000288  
Name of Acct: Michael Best & Friedrich LLP  
Acct # 0024122010  
SWIFT Code: HATRUS44



Michael Best & Friedrich LLP  
One South Pinckney Street, Suite 700  
P.O. Box 1806  
Madison, WI 53701-1806

Invoice 1601419  
018236-0023  
January 10, 2019  
Page 2 of 2

**Outstanding Invoices:**

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
12/6/18	1594811	\$ 1,921.00	\$ 0.00	\$ 1,921.00
1/10/19	1601419	791.00	0.00	<u>791.00</u>
Outstanding Due:				<u>2,712.00</u>

**Outstanding Invoice Aging:**

<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>91-120</b>	<b>121+</b>
791.00	1,921.00	0.00	0.00	0.00

3

CITY OF GREEN BAY PERSONNEL POLICY, CHAPTER 9, HOURS OF WORK & FRINGE BENEFITS

9.8 BONE MARROW AND ORGAN DONATION LEAVE

9.8.1 Policy. The City provides Bone Marrow and Organ Donation leave in accordance with Wis. Stat. § 103.11. Eligible employees are allowed up to six (6) weeks leave in a 12 month period for the purpose of serving as a bone marrow or organ donor, provided that the employee provides the City with a certification from a health care provider stating that the employee has a serious health condition that necessitates a bone marrow or organ transplant or the employee is eligible and has agreed to serve as a bone marrow or organ donor. In addition, the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

9.8.2 Paid Time Off. When an employee qualifies for bone marrow or organ donation leave, the City will provide paid days off while the bone marrow and organ donation leave is being used as follows:

- Any employee who is eligible as a bone marrow donor will receive from the City up to 5 paid days off for the procedure and to recover from the procedure.
- Any employee who is eligible as a human organ donor will receive from the City up to 30 paid days off for the procedure and to recover from the procedure.
- Should the leave exceed the number of days as noted above, the employee will be required to substitute vacation, personal or sick leave, in accordance with City of Green Bay Policy 23.7, for the remainder of the leave.

9.8.3 Eligibility. Bone marrow and organ donation leave applies only to an employee who has worked for the City more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

9.8.4 Notice. The employee shall give the employer advance notice of the bone marrow or organ donation in a reasonable and practicable manner. The employee shall make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the employer's operations, subject to the approval of the health care provider of the bone marrow or organ donee.

9.8.5 FMLA. As stated in City of Green Bay Personnel Policy 23.4.4, eligibility requirements for a bone marrow or organ donor will normally meet requirements for the Family Medical Leave Act and allow the City to count the time used for these leaves against employees' FMLA entitlement. Therefore, FMLA forms are required for all bone marrow or organ donor leaves in excess of 3-consecutive scheduled workdays and may be required for less than 3 days given the circumstances.

9.8.6 File a Complaint. A complaint concerning a denial of rights under the Bone Marrow and Organ Donation Leave policy must be filed with the State of Wisconsin State Department of Workforce Development within 30 days after the violation occurs or when the employee should have reasonably known the violation occurred, whichever is later.

\*Chapter 9 will be reformatted and renumbered

## CHAPTER 230

## STATE EMPLOYMENT RELATIONS

SUBCHAPTER I  
ADMINISTRATIVE SERVICES

- 230.01 Statement of policy.  
230.02 Liberal construction of statutes.  
230.03 Definitions.  
230.04 Powers and duties of the administrator.  
230.042 Wisconsin veterans employment initiative.  
230.046 Training programs.  
230.047 Temporary interchange of employees.

SUBCHAPTER II  
CIVIL SERVICE

- 230.05 Powers and duties of the director.  
230.06 Powers and duties of appointing authorities.  
230.08 Classification of civil service.  
230.09 Classification.  
230.10 Compensation plan coverage.  
230.12 Compensation.  
230.13 Closed records.  
230.14 Recruitment.  
230.143 Appointment; selective service registration.  
230.147 Employment of aid recipients.  
230.148 Unclassified service reappointments.  
230.15 Appointments, promotions, changes in classified service.  
230.16 Applications and selection processes.  
230.17 Applicants and eligibles may be barred; bonds may be required.  
230.18 Discrimination prohibited.  
230.19 Promotion.  
230.20 Recommendations.  
230.21 Unskilled labor and critical recruitment selection.  
230.213 Affirmative action procedures for corrections positions.  
230.215 Part-time employment and flexible-time schedules.  
230.22 Entry professional selection.  
230.24 Career executive selection.  
230.25 Certification, appointments and registers.  
230.26 Limited term appointments.  
230.27 Project positions.  
230.275 Noncompetitive appointment of certain disabled veterans.  
230.28 Probationary period.  
230.29 Transfers.

- 230.30 Employing units; establishment and revision.  
230.31 Restoration of employment and reinstatement privileges.  
230.315 Differential pay, sick leave, and annual leave for state employees activated into certain federal service.  
230.32 Restoration after military leave.  
230.33 Leave of absence and pay while serving in unclassified position.  
230.335 Rights of unclassified division administrators.  
230.337 Rights of employees: corrections or parole.  
230.339 Rights of certain employees of the department of safety and professional services.  
230.34 Demotion, suspension, discharge and layoff.  
230.35 State office hours; standard workweek; leaves of absence; holidays.  
230.36 Hazardous employment, injuries, pay continued.  
230.37 Standards of performance and ratings.  
230.40 Political activities; public office.  
230.41 Invalid appointments.  
230.43 Misdemeanors; how punished.  
230.44 Appeal procedures.  
230.445 Grievance process for demotion, suspension, discharge, layoff, or reduction in base pay.  
230.45 Powers and duties of commission and division of equal rights.  
230.46 Duties of council on affirmative action.  
230.48 State employees suggestion board.

SUBCHAPTER III  
EMPLOYEE PROTECTION

- 230.80 Definitions.  
230.81 Employee disclosure.  
230.82 Processing of information.  
230.83 Retaliatory action prohibited.  
230.85 Enforcement.  
230.86 Discipline based on surveillance.  
230.87 Judicial review.  
230.88 Payment of award, judgment or settlement; effect of order, arbitration award or commencement of court action.  
230.89 Rule making and reporting.

SUBCHAPTER IV  
EMPLOYEE FREEDOM OF SPEECH PROTECTION

- 230.90 Government employer retaliation prohibited.

## SUBCHAPTER I

## ADMINISTRATIVE SERVICES

**230.01 Statement of policy.** (1) It is the purpose of this chapter to provide state agencies with competent personnel who will furnish state services to citizens as fairly, efficiently and effectively as possible.

(2) (a) It is the policy of the state and the responsibility of the director and the administrator to maintain a system of personnel management which fills positions in the classified service through methods which apply the merit principle, with adequate civil service safeguards.

(b) It is the policy of this state to provide for equal employment opportunity by ensuring that all personnel actions including hire, tenure or term, and condition or privilege of employment be based on the ability to perform the duties and responsibilities assigned to the particular position without regard to age, race, creed or religion, color, disability, sex, national origin, ancestry, sexual orientation, or political affiliation.

(bm) It is the policy of this state to recruit, select, and promote employees based on their relative skills, abilities, competencies, and knowledge, including using open processes to consider qualified applicants for initial employment.

(bp) It is the policy of this state to retain employees on the basis of the adequacy of their performance, to correct inadequate performance when possible and appropriate, and to separate from state service employees whose performance and personal conduct is inadequate, unsuitable, or inferior.

(c) It is the policy of this state to take affirmative action which is not in conflict with other provisions of this chapter.

(d) It is the policy of the state to ensure its employees opportunities for satisfying careers and fair treatment based on the value of each employee's services.

(e) It is the policy of this state to encourage disclosure of information under subch. III and to ensure that any employee employed by a governmental unit is protected from retaliatory action for disclosing information under subch. III.

(f) It is the policy of this state to correct pay inequities based on gender or race in the state civil service system.

(3) Nothing in this chapter shall be construed to either infringe upon or supersede the rights guaranteed state employees under subch. V of ch. III.

History: 1977 c. 196; 1981 c. 112; 1983 a. 409; 1985 a. 29; 1987 a. 32; 1999 a. 87; 2003 a. 33; 2009 a. 28; 2011 a. 10, 32; 2013 a. 20 ss. 2365m, 9448; 2015 a. 150.

**230.02 Liberal construction of statutes.** Statutes applicable to the division and bureau shall be construed liberally in aid of the purposes declared in s. 230.01.

History: 1977 c. 196; 2003 a. 33; 2015 a. 55.

**230.03 Definitions.** In this chapter, unless the context otherwise requires:

(1) "Administrator" means the administrator of the division.

(2) "Affirmative action" means specific actions in employment which are designed and taken for the purposes of all of the following:

(a) Ensuring equal opportunities.

**230.35 STATE EMPLOYMENT RELATIONS**

Updated 15–16 Wis. Stats. 24

may elect to receive not more than 40 hours of earned annual leave as credit for termination leave or as accumulated sabbatical leave or both. An election under this paragraph shall be made in the year in which the annual leave is earned.

(1r) A state officer elected by the people may take vacation without loss of pay. No such state officer is entitled to payment for unused annual leave.

(1s) Annual leave of absence with pay for instructional staff employed by the board of regents of the University of Wisconsin System who provide services for a charter school established by contract under s. 118.40 (2r) (cm), 2013 stats., shall be determined by the governing board of the charter school established by contract under s. 118.40 (2r) (cm), 2013 stats., as approved by the chancellor of the University of Wisconsin–Parkside.

(2) Leave of absence with pay owing to sickness and leave of absence without pay, other than annual leave and leave under s. 103.10, shall be regulated by rules of the administrator, except that unused sick leave shall accumulate from year to year. After July 1, 1973, employees appointed to career executive positions under the program established under s. 230.24 or positions designated in s. 19.42 (10) (L) or 20.923 (4), (7), (8), and (9) or authorized under s. 230.08 (2) (e) shall have any unused sick leave credits restored if they are reemployed in a career executive position or in a position under s. 19.42 (10) (L) or 20.923 (4), (7), (8), and (9) or authorized under s. 230.08 (2) (e), regardless of the duration of their absence. Restoration of unused sick leave credits if reemployment is to a position other than those specified above shall be in accordance with rules of the administrator.

(2d) (a) In this subsection:

1. "Bone marrow" has the meaning given in s. 146.34 (1) (a).
2. "Human organ" means a heart, lung, liver, pancreas, kidney, intestine, or other organ that requires the continuous circulation of blood to remain useful for purposes of transplantation.

(b) An appointing authority shall grant a leave of absence of 5 workdays to any employee who requests a leave of absence to serve as a bone marrow donor if the employee provides the appointing authority written verification that he or she is to serve as a bone marrow donor.

(c) An appointing authority shall grant a leave of absence of 30 workdays to any employee who requests a leave of absence to serve as a human organ donor if the employee provides the appointing authority written verification that he or she is to serve as a human organ donor.

(d) An employee who is granted a leave of absence under this subsection shall receive his or her base state pay without interruption during the leave of absence. For purposes of determining seniority, pay or pay advancement and performance awards and for the receipt of any benefit that may be affected by a leave of absence, the service of the employee shall be considered uninterrupted by the leave of absence.

(e) For employees who are included in a collective bargaining unit for which a representative is recognized or certified under subch. V of ch. 111, this subsection shall apply unless otherwise provided in a collective bargaining agreement.

(2m) An employee shall be eligible for medical or family leave under s. 103.10 upon the expiration, extension or renewal of any collective bargaining agreement in effect on April 26, 1988, which covers the employee.

(2r) (a) In this subsection, "catastrophic need" means an illness or injury that incapacitates or is expected to incapacitate an employee or an employee's family member, that requires the employee to take time off from work for an extended period of time and that creates a financial hardship for the employee.

(b) The administrator may establish, by rule, a catastrophic leave program that permits employees to donate certain types and amounts of leave credits to other employees who have been absent from pay status because of a catastrophic need for which there is no paid leave benefits or replacement income available. The

administrator shall determine the types and amounts of leave credits that may be donated.

(c) No employee may grieve under an agency's grievance procedure any appointing authority's decision relating to a catastrophic leave program under this subsection or appeal any such decision to the commission under s. 230.44 or 230.45 (1) (c).

(3) (a) Officials and employees of the state who have permanent status and who are members of the national guard, the state defense force, or any other reserve component of the military forces of the United States or this state now or hereafter organized or constituted under federal or state law, are entitled to leaves of absence without loss of time in the service of the state, to enable them to attend military schools and annual field training or annual active duty for training, and any other state or federal tours of active duty, except extended active duty or service as a member of the active armed forces of the United States which have been duly ordered but not exceeding 30 days, excluding Saturdays, Sundays and holidays enumerated in sub. (4) in the calendar year in which so ordered and held. During this leave of absence, each state official or employee shall receive base state pay less the base military pay received for and identified with such attendance but such reduction shall not be more than the base state pay. Other than for a leave of absence for the adjutant general and any deputy adjutants general, such leave shall not be granted for absences of less than 3 days. A state official or employee serving on state active duty as a member of the national guard or state defense force, may elect to receive pay from the state under s. 20.465 (1) in an amount equal to base state salary for such period of state active duty. Leave granted by this section is in addition to all other leaves granted or authorized by any other law. For the purpose of determining seniority, pay or pay advancement and performance awards the status of the employee shall be considered uninterrupted by such attendance.

(am) Officials and employees of the state who have permanent status in class and who are members of the national guard, state defense force, or a reserve component of the United States armed forces and who are on military leave without pay for authorized inactive duty training or active duty for training, shall, upon reemployment immediately after such military training, receive credit for annual leave, sick leave, and legal holidays as if they had remained continuously employed by the state.

(b) Officials and employees of the state who are called to report for a preinduction physical for the military service shall be granted a leave of absence with pay for the time actually and necessarily spent in response to such call.

(c) Officials and employees of the state summoned for grand or petit jury service are entitled to leaves of absence without loss of time for the time of absence required pursuant to the summons and thereafter. There shall be no deduction from, nor interruption of pay from the state because of such absence.

(d) Employees of the state are entitled to reasonable paid leaves of absence to compete in promotional evaluations. The administrator shall promulgate rules governing the lengths of time allowable for such leaves, their frequency and the provisions for their use.

(e) 1. In this paragraph, "specialized disaster relief services" means professional, technical or other services that require advanced training or expertise and that are provided to assist persons affected by a disaster.

2. An appointing authority may grant a leave of absence to a state employee to allow the employee to participate in providing specialized disaster relief services if all of the following conditions are met:

a. Except as provided under subd. 2m, the disaster occurred in this state.

b. The employee is a certified disaster service volunteer of the American Red Cross.

c. The American Red Cross submits a written request to the employee's appointing authority for the services of the employee.

January 16, 2018

**(\*AS AMENDED AT 01-07-2019 EXECUTIVE COMMITTEE MEETING\*)**  
**AN ORDINANCE TO AMEND SECTION 2.05(8)**  
**OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES**  
**(PROCESS FOR STANDING COMMITTEES TO CREATE SUB/AD HOC COMMITTEES)**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Section 2.05(8) of Chapter 2 is hereby amended as follows:

(8) Standing Committees may, by completing a Corporation Counsel approved fill-in-the-blank Resolution available from the County Board Office and obtaining County Board approval, establish subcommittees Sub and Ad Hoc Committees composed entirely of their own membership or may call upon the assistance of non-supervisors in examining particular issues. Appointment to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the committee chair, and said appointments shall be confirmed by majority vote of those Standing Committee members present and voting. Standing Committees have the authority to terminate Sub and Ad Hoc Committees by motion and majority vote of those present and voting. Standing Committees must renew authority for any and all Sub and Ad Hoc Committees to continue to exist by submitting a new Resolution for County Board consideration in May of all even numbered years, and if such a Resolution fails to pass the County Board by a majority vote of those present and voting, then the Sub or Ad Hoc Committee in question shall cease to exist.

**Section 2** - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel at the Direction of Executive Committee

Approved by: Corporation Counsel

*Fiscal Note: This amendment does not require an appropriation from the General Fund.*

5

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



CORPORATION COUNSEL

*Brown County*



305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery  
Corporation Counsel

PHONE: (920) 448-4006  
FAX: (920) 448-4003  
EMAIL: [David.Hemery@co.brown.wi.us](mailto:David.Hemery@co.brown.wi.us)

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 01-03-2019  
REQUEST TO: Admin, Exec and Co Board  
MEETING DATE: 01-02-2019, 01-07-2019 and 01-16-2019, respectively  
REQUEST FROM: Dave Hemery, Corp Counsel as directed by Exec Comm on 12-10-2018

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution  
☐ New ordinance ☒ Revision to ordinance

TITLE:

**AN ORDINANCE TO AMEND SECTION 2.05(8)  
OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES  
(PROCESS FOR STANDING COMMITTEES TO CREATE SUB/AD HOC COMMITTEES)**

**ISSUE/BACKGROUND INFORMATION:**

Amending process for standing committees to create sub and ad hoc committees (require county board approval)

**ACTION REQUESTED:**

Consideration.

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

What is the amount of the fiscal impact? \$ *De Minimis*

Is it currently budgeted? ☐ Yes ☐ No ☐ N/A (if \$0 fiscal impact)

- a. If yes, in which account? \_\_\_\_\_  
b. If no, how will the impact be funded? General Fund  
c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

(\*INSERT COUNTY BOARD MEETING DATE\*)

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING STANDING COMMITTEE  
TO CREATE SUB OR AD HOC COMMITTEE**

WHEREAS, the Brown County (\*INSERT STANDING COMMITTEE NAME\*)  
(Standing Committee) desires to create a continuing Sub or a limited term Ad Hoc Committee  
(New Committee); and

WHEREAS, the name of the New Committee to be established is (\*INSERT FORMAL  
NAME OF NEW COMMITTEE\*); and

WHEREAS, the purpose of the New Committee is (\*INSERT PURPOSE\*); and

WHEREAS, the New Committee shall have (\*INSERT NUMBER\*) members; and

WHEREAS, the New Committee Members shall be nominated, appointed and confirmed  
as follows: (\*INSERT PROCESS, e.g., nominated by the Standing Committee, appointed by the  
Standing Committee Chairperson and confirmed by majority vote of the Standing Committee\*);  
and

WHEREAS, minutes for the New Committee shall be taken by (\*INSERT NAME OR  
POSITION\*), shall be filed with the County Board Office within 3 business days of the New  
Committee Meeting, shall include what New Committee members were present and shall include  
all motions, who made them, and the vote and disposition of the motions; and

WHEREAS, for Ad Hoc Committees only, the term of the New Committee shall be until  
(\*INSERT DATE OR EVENT TRIGGERING END OF NEW COMMITTEE OR N/A\*).



**NOW THEREFORE BE IT RESOLVED**, that the Brown County Board of Supervisors hereby approves of and directs the creation of a Sub or Ad Hoc Committee as described above in this Resolution, and hereby directs that said Sub or Ad Hoc Committee shall comply with any and all laws, rules and regulations regarding Wisconsin's Open Meetings and Public Records law.

*Fiscal Note:*

(\*ADMINISTRATION DOES FISCAL NOTE\*)

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by:

Approved by:

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNER	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

5a

February 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE**  
**HEALTH AND HUMAN SERVICES DEPARTMENT – CTC**

**WHEREAS**, the following position vacancies currently exist in the Health and Human Services Department – Community Treatment Center (“Department”) table of organization: 1) a (1.0) FTE Account Clerk; 2) a (0.40) FTE Certified Occupational Therapy Assistant; and 3) two (0.80) Certified Nursing Assistant positions; and

**WHEREAS**, due to said vacancies, the Department completed a thorough evaluation of its structure and operational needs, and determined that a reclassification of a (1.0) FTE Accountant to a (1.0) FTE Accountant Supervisor would be beneficial and would provide supervision to the accounts receivable staff at the Community Treatment Center; and

**WHEREAS**, a Wisconsin Department of Revenue State Debt Collection Program will be implemented which will require intense training and time dedicated to accounts receivable, and the current supervisor of the accounts receivable unit currently oversees 20 direct reports; and

**WHEREAS**, the two Certified Nursing Assistant positions, each (0.80), have been difficult to recruit based on the requirement to work every weekend; and

**WHEREAS**, it was determined that there is not a need to fill the (0.40) FTE Certified Occupational Therapy Assistant position, and that instead there is a need to create a (0.50) FTE Court Clerk to provide needed support for the coordination of court activities; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: 1) the deletion of (0.40) FTE Certified Occupational Therapy Assistant position in pay grade 14 of the Classification and Compensation Plan; 2) the deletion of a (1.00) FTE Account Clerk in pay grade 16 of the

Classification and Compensation Plan; 3) the deletion of a (1.00) FTE Accountant in pay grade 10 of the Classification and Compensation plan; 4) the deletion of two (0.80) Certified Nursing Assistants in pay grade 19 of the Classification and Compensation plan; 5) the addition of a (1.00) FTE Accountant Supervisor position in pay grade 9 of the Classification and Compensation Plan; 6) the addition of a (0.50) FTE Court Clerk in pay grade 16 of the Classification and Compensation Plan; 7) the addition of two (0.60) Certified Nursing Assistant positions in pay grade 19 of the Classification and Compensation plan; and 8) the addition of two (0.20) Certified Nursing Assistant positions in pay grade 19 of the Classification and Compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that the following changes to the Human Services Department – Community Treatment Center table of organization are hereby approved, as follows and as further detailed in the “Budget Impact” section of this Resolution: 1) the deletion of (0.40) FTE Certified Occupational Therapy Assistant position in pay grade 14 of the Classification and Compensation Plan; 2) the deletion of a (1.00) FTE Account Clerk in pay grade 16 of the Classification and Compensation Plan; 3) the deletion of a (1.00) FTE Accountant in pay grade 10 of the Classification and Compensation plan; 4) the deletion of two (0.80) Certified Nursing Assistants in pay grade 19 of the Classification and Compensation plan; 5) the addition of a (1.00) FTE Accountant Supervisor position in pay grade 9 of the Classification and Compensation Plan; 6) the addition of a (0.50) FTE Court Clerk in pay grade 16 of the Classification and Compensation Plan; 7) the addition of two (0.60) Certified Nursing Assistant positions in pay grade 19 of the Classification and Compensation plan; and 8) the addition of two (0.20) Certified Nursing Assistant positions in pay grade 19 of the Classification and Compensation plan.

**Budget Impact:**

Health and Human Services – Community Treatment Center

<b>Partial Budget Impact (3/01/19 – 12/31/19)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Certified Nursing Assistant \$18.89/hr Position # 168.005.056 Hours: 1670.4	0.80	Deletion	(\$26,700)	(\$5,548)	(\$32,248)
Certified Nursing Assistant \$18.23/hr Position # 158.006.056 Hours: 1670.4	0.80	Deletion	(\$25,766)	(\$9,022)	(\$34,788)
Account Clerk \$18.65/hr Position # 105.006.056 Hours: 2088	1.0	Deletion	(\$32,950)	(\$5,937)	(\$38,887)
Certified Occupational Therapy Assistant \$21.55/hr Position # 112.013.056 Hours: 835.20	0.40	Deletion	(\$15,230)	(\$3,619)	(\$18,849)
Accountant \$29.69/hr Position # 106.051.056 Hours: 2088	1.0	Deletion	(\$52,456)	(\$13,557)	(\$66,013)
Accountant Supervisor \$32.07/hr Position # 106.051.056 Hours: 2088	1.0	Addition	\$55,660	\$14,388	\$70,048
Court Clerk \$18.65/hr Position # 105.006.056 Hours: 1044	0.50	Addition	\$16,475	\$3,106	\$19,581
Certified Nursing Assistant \$18.89/hr Position # 168.005.056 Hours: 1252.80	0.60	Addition	\$20,024	\$4,834	\$24,858
Certified Nursing Assistant \$18.89/hr Position # 168.005.056 Hours: 417.60	0.20	Addition	\$6,674	\$2,390	\$9,064
Certified Nursing Assistant \$18.23/hr Position # 158.005.056 Hours: 1252.80	0.60	Addition	\$19,325	\$4,666	\$23,991
Certified Nursing Assistant \$18.23/hr Position # 158.005.056 Hours: 417.60	0.20	Addition	\$6,442	\$2,307	\$8,749
<b>Partial Budget Impact</b>					<b>(34,494)</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Certified Nursing Assistant \$18.89/hr Position # 168.005.056 Hours: 1670.4	0.80	Deletion	(\$31,554)	(\$6,557)	(\$38,111)
Certified Nursing Assistant \$18.23/hr Position # 158.006.056 Hours: 1670.4	0.80	Deletion	(\$30,451)	(\$10,662)	(\$41,113)
Account Clerk \$18.65/hr Position # 105.006.056 Hours: 2088	1.0	Deletion	(\$38,941)	(\$7,017)	(\$45,958)
Certified Occupational Therapy Assistant \$21.55/hr Position # 112.013.056 Hours: 835.20	0.40	Deletion	(\$17,999)	(\$4,277)	(\$22,276)
Accountant \$29.69/hr Position # 106.051.056 Hours: 2088	1.0	Deletion	(\$61,993)	(\$16,022)	(\$78,015)
Accountant Supervisor \$32.07/hr Position # 106.051.056 Hours: 2088	1.0	Addition	\$66,962	\$17,004	\$83,966
Court Clerk \$18.65/hr Position # 105.006.056 Hours: 1044	0.50	Addition	\$19,471	\$3,671	\$23,142
Certified Nursing Assistant \$18.89/hr Position # 168.005.056 Hours: 1252.80	0.60	Addition	\$23,665	\$5,713	\$29,378
Certified Nursing Assistant \$18.89/hr Position # 168.005.056 Hours: 417.60	0.20	Addition	\$7,888	\$2,825	\$10,713
Certified Nursing Assistant \$18.23/hr Position # 158.005.056 Hours: 1252.80	0.60	Addition	\$22,839	\$5,514	\$28,353
Certified Nursing Assistant \$18.23/hr Position # 158.005.056 Hours: 417.60	0.20	Addition	\$7,613	\$2,727	\$10,340
<b>Annualized Budget Impact (net impact of position changes)</b>					<b>(39,581)</b>

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*Fiscal Note: This resolution does not require an appropriation from the General Fund. There is a projected savings of \$34,494.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-010R

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

## HUMAN RESOURCES

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 1-15-2019

**REQUEST TO:** Human Services, Executive, and County Board

**MEETING DATE:** 1/23/19, 2/11/19 and 2/20/19, respectively

**REQUEST FROM:** Erik Pritzl  
Health & Human Services

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Table of Organization Change for the Health and Human Services Department – Reclassification and Deletion of Positions.

#### ISSUE/BACKGROUND INFORMATION:

The following positions are proposed: 1) Create an Accountant Supervisor to oversee the Accounts Receivable (AR) and collections area at CTC which will provide support and training for staff in the implementation of the Wisconsin DOR State Debt Collection Program. This is a new collections program that will require intense training and time dedicated to the AR and collections area which would put a burden on the current Admissions, Billing and Collections Supervisor. It is also needed to shift the direct reporting duties of the AR and collections staff along with CTC front desk and outpatient reception staff away from the Admissions, Billing and Collections Supervisor who currently oversee over 20 direct reporting staff. This change would allow the AR and collections area to report directly to the Accountant Supervisor so that all affected areas, admissions, billing, AR/collections, and CTC reception would have the training and support needed to succeed. 2) Break up two vacant Certified Nursing Assistant (CNA) positions that are difficult to recruit for based on the fact that every weekend is required of the positions. This would create two (2) part time benefit eligible positions and two (2) part time non benefit eligible positions which are intended to assist in recruiting and retention of CNA positions. 3) Deletion of a part time non benefit eligible Certified Occupational Therapy Assistant (COTA).

#### ACTION REQUESTED:

Delete 1.0 Accountant, 1.0 Account Clerk, 0.4 Certified Occupational Therapy Assistant and two 0.80 Certified Nursing Assistant positions. Add 1.0 Accountant Supervisor, 0.50 Court Clerk, two 0.60 Certified Nursing Assistants and two 0.20 Certified Nursing Assistant positions.

#### FISCAL IMPACT:

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$(39,851)
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

6e

February 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE**  
**HEALTH AND HUMAN SERVICES DEPARTMENT – PUBLIC HEALTH DIVISION**

**WHEREAS**, there are currently two vacant positions in the Health and Human Services Department – Public Health Division (“Department”) table of organization, as follows: 1) a vacant (0.68) FTE Public Health Nurse; and 2) a vacant (0.40) FTE Health Aide position; and

**WHEREAS**, due to said vacancies, the Department completed a thorough evaluation of its structure and the types of services needed by its consumers; and

**WHEREAS**, it was determined that deleting the two vacant Positions and adding a (1.0) Public Health Educator position would better align the structure of the Department, as this added position would develop the program’s capacity to conduct program evaluation, partner with organizations whose missions align with Hearing and Vision program goals and support the program by completing screenings alongside the program nurse; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: 1) the deletion of (0.68) FTE Public Health Nurse position in pay grade 9 of the Classification and Compensation Plan; 2) the deletion of a (0.40) FTE Health Aide in pay grade 17 of the Classification and Compensation Plan; and 3) the addition of a (1.00) FTE Public Health Educator position in pay grade 10 of the Classification and Compensation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that changes to the Human Services Department – Public Health Division table of organization are hereby approved as follows, and as outlined in the “Budget Impact” section of



this Resolution, below: 1) the deletion of (0.68) FTE Public Health Nurse position in pay grade 9 of the Classification and Compensation Plan; 2) the deletion of a (0.40) FTE Health Aide in pay grade 17 of the Classification and Compensation Plan; and 3) the addition of a (1.00) FTE Public Health Educator position in pay grade 10 of the Classification and Compensation Plan.

**Budget Impact:**

Health and Human Services Department – Public Health Division

<b>Partial Budget Impact (3/01/19 – 12/31/19)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Public Health Nurse \$32.76/hr Position #113.290.060 Hours: 1,326	(0.68)	Deletion	\$(36,757)	\$(7,307)	\$(44,064)
Health Aide \$18.21/hr Position # 103.180.060 Hours: 780	(0.40)	Deletion	\$(12,019)	\$(2,467)	\$(14,486)
Public Health Educator \$24.10/hr Position # 196.630.076 Hours: 2,088	1.00	Addition	\$42,579	\$15,944	\$58,523
<b>Partial Budget Impact</b>					<b>\$(27)</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Public Health Nurse \$32.76/hr Position #113.290.060 Hours: 1,326	(0.68)	Deletion	\$(43,440)	\$(8,635)	\$(52,075)
Health Aide \$18.21/hr Position # 103.180.060 Hours: 780	(0.40)	Deletion	\$(14,204)	\$(2,916)	\$(17,120)
Public Health Educator \$24.10/hr Position # 196.630.076 Hours: 2,088	1.00	Addition	\$50,321	\$18,843	\$69,164
<b>Annualized Budget Impact</b>					<b>\$(31)</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund, and will likely result in a de minimis savings.*

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-009R

Authored by Human Resources

Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

## HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 1-9-2019

**REQUEST TO:** Human Services, Executive, and County Board

**MEETING DATE:** 1/23/19, 2/11/19 and 2/20/19, respectively

**REQUEST FROM:** Erik Pritzl  
Health & Human Services

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Table of Organization Change for the Health and Human Services Department – Public Health Division – Public Health Educator Position

#### ISSUE/BACKGROUND INFORMATION:

This is a consolidation of two positions into one. In addition to providing the gap filling screenings/direct service, the Public Health Division does not currently have the capacity to address the increased duties expected of the division, such as community partnership development, quality improvement, system/population level coordination of services, etc. Due to not having the capacity, these essential public health duties are not being completed for the Hearing and Vision program.

#### ACTION REQUESTED:

Delete the .68 FTE Public Health Nurse position and .4 Health Aide position. Add a 1.0 Health Educator position.

#### FISCAL IMPACT:

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$(31)
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

February 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE**  
**UW EXTENSION LTE LIFE SKILLS EDUCATOR**

**WHEREAS**, the U.W. Extension received grant funding for an LTE Life Skills Educator position ("Position") to implement Rent Smart, a tenant education program in Brown County. This program will help individuals who have little to no rental experience, have difficulty obtaining rental housing and/or are perceived to be high-risk tenants; and

**WHEREAS**, the funding will cover the salary and fringe benefits of the Position, and the amount remaining will cover the cost of related supplies, marketing, and training; and

**WHEREAS**, should the funding be eliminated, the Position will end and be eliminated from the U.W. Extension table of organization; and

**WHEREAS**, Human Resources, in conjunction with the U.W. Extension, recommends the addition of a 0.11 FTE LTE Life Skills Educator to the U.W. Extension table of organization.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that the addition of 0.11 FTE LTE Life Skills Educator to the U.W. Extension table of organization is hereby approved as described above and below in the "Budget Impact" section of this Resolution; and

**BE IT FURTHER RESOLVED**, that, should funding for the Position end, said Position shall end and shall be eliminated from the U.W. Extension table of organization.

**Budget Impact:**

UW Extension

<b>Partial Budget Impact (3/01/19 – 12/31/19)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
LTE Life Skills Educator					
\$18.00/hr Position # TBD					
Hours: 220	0.11	Addition	\$3,351	\$353	\$3,704
Funding from the Greater Green Bay Community Foundation					\$(3,704)
<b>Partial Budget Impact</b>					<b>\$0.00</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
LTE Life Skills Educator					
\$18.00/hr Position # TBD					
Hours: 220	0.11	Addition	\$3,960	\$417	\$4,377
Funding from the Greater Green Bay Community Foundation					\$(4,377)
<b>Annualized Budget Impact</b>					<b>\$0.00</b>

*Fiscal Note: Fiscal Note: This resolution does not require an appropriation from the General Fund. The position is offset by a grant from the Greater Green Bay Community Foundation.*

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

---

TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Human Resources  
Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

8

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 1-18-2019  
REQUEST TO: Planning, Development & Transportation, Executive, and County Board  
MEETING DATE: 1/28/19, 2/11/19 and 2/20/19, respectively  
REQUEST FROM: Judy Knudsen  
UW-Extension  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance  
TITLE: Resolution Regarding Table of Organization Change for UW Extension LTE Life Skills Educator

**ISSUE/BACKGROUND INFORMATION:**

UW-Extension received a \$10,000 grant from the Greater Green Bay Community Foundation to implement Rent Smart, a tenant education program, in Brown County.

**ACTION REQUESTED:**

Add a 0.11 FTE – LTE Life Skills Educator to the UW Extension table of organization.

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$4,377
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Greater Green Bay Community Foundation grant
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

February 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION IN SUPPORT OF INCREASED CHILD SUPPORT FUNDING**

**WHEREAS**, Brown County administers the Child Support Enforcement Program on behalf of the state, providing services to Brown County residents including paternity establishment, obtaining child support and health insurance orders for children, and enforcing and modifying those orders; and

**WHEREAS**, our children's well-being, economic security and success in life are enhanced by parents who provide financial and emotional support; and

**WHEREAS**, Brown County's Child Support Agency ensures that parents take responsibility for the care and well-being of their children, supports the involvement of parents in their children's lives and provides services to both custodial and noncustodial parents; and

**WHEREAS**, the Child Support Enforcement Program is an effective investment in Wisconsin's future as child support increases self-sufficiency, reduces child poverty, and has a positive effect on children's well-being; and

**WHEREAS**, Wisconsin's Child Support Enforcement Program is ranked 2nd in the nation for collecting current support; and

**WHEREAS**, Wisconsin's Child Support Enforcement Program is incredibly cost-effective, collecting an average of \$5.56 in support for every dollar invested in the program; and

**WHEREAS**, county child support agencies collected \$934 million in child support during 2017, 95% of which went directly to families while 5% reimbursed public assistance programs; and



**WHEREAS**, child support agencies help save taxpayer dollars by establishing health insurance orders for 97% of cases, which reduces state Medicaid costs by moving children from public assistance to private insurance; and

**WHEREAS**, state funding for county child support services has not increased above the 2007 funding level while county agency costs have steadily increased due to growing caseloads, inflation and new federal regulations; and

**WHEREAS**, Wisconsin's strong performance in child support is at risk without additional state funding. Diminished performance would result in reduced federal funding to Wisconsin; and

**WHEREAS**, decreased federal funding would lead to less funding for Brown County's child support agency. This could lead to reductions in child support enforcement staff and services and reduced child support collections; and

**WHEREAS**, new state investments in child support are amplified by a generous federal match. Every \$1 of state GPR invested in the Child Support Program generates \$2 in federal matching funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Brown County Board of Supervisors respectfully requests that state funding for county child support agencies be increased by \$1.5 million GPR in each fiscal year of the 2019-21 Wisconsin state budget, which will generate approximately \$3 million in additional federal funding each year. This investment will ensure that counties can continue to effectively provide economic support to our children; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded by the County Clerk to the Governor of the State of Wisconsin, State Senators and State

Representatives representing Brown County, the Secretary of the Wisconsin Department of Administration, and the Wisconsin Counties Association for consideration.

*This resolution Fiscal Note: This resolution does not require an appropriation from the General Fund. The cost to carry out this resolution is \$5.98 and will be covered with the department's current budget.*

Respectfully submitted,  
ADMINISTRATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

19-015R

Authored by Corporation Counsel

Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
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VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

CORPORATION COUNSEL

*Brown County*



305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery  
Corporation Counsel

PHONE: (920) 448-4006  
FAX: (920) 448-4003  
EMAIL: [David.Hemery@co.brown.wi.us](mailto:David.Hemery@co.brown.wi.us)

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

DATE: 02-07-2019  
REQUEST TO: Exec Comm and Co Board (already went to Admin Comm)  
MEETING DATE: 02-11-2019, 02-20-2019, respectively  
REQUEST FROM: Dave Hemery, Corp Counsel as directed by Administration Committee on 02-06-2019

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE:

**RESOLUTION IN SUPPORT OF INCREASED CHILD SUPPORT FUNDING**

**ISSUE/BACKGROUND INFORMATION:**

Request for State to Increase Child Support Agency Funding.

**ACTION REQUESTED:**

Consideration and approval.

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

What is the amount of the fiscal impact? \$ Fiscal Note: This resolution does not require an appropriation from the General Fund. The cost to carry out this resolution is \$5.98 and will be covered with the department's current budget.

Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)

- a. If yes, in which account? \_\_\_\_\_  
b. If no, how will the impact be funded? General Fund  
c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

February 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING COUNTY  
CLASSIFICATION SCHEDULE & COMPENSATION ADJUSTMENT POLICY**

WHEREAS, Human Resources was directed to develop a Classification Schedule, and a Compensation Adjustment Policy, to help Brown County remain competitive in the local labor market; and

WHEREAS, Brown County has set aside \$800,963 in the Brown County 2019 Budget for compensation adjustments; and

WHEREAS, Human Resources has drafted the attached Compensation Adjustment Policy, and Classification Schedule, for consideration by the Brown County Board.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby approves the attached Classification Schedule and Compensation Adjustment Policy; and

BE IT FURTHER RESOLVED, that Administration is hereby authorized and directed to take any and all necessary steps to carry out the Compensation Adjustment Policy, and to continuously update the Classification Schedule; and

BE IT FURTHER RESOLVED, that Human Resources shall report out any classification schedule changes to its oversight committee on an annual basis.

*Fiscal Note: This resolution does not require an appropriation from the General Fund; these funds are included in the 2019 Budget.*

Respectfully submitted,  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

19-016R

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
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MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

Grade	Job Code	Job Title	Department	Minimum	Midpoint	Maximum
18		Medical Pathologist				
17				\$ 178,000	\$ 232,700	\$ 286,400
	Adult Psychiatrist	Adult Psychiatrist	HHS-CTC			
	Clinical Director	Clinical Director	HHS-CTC			
	Psychiatrist	Psychiatrist	HHS-CTC			
16				\$ 138,800	\$ 178,100	\$ 219,300
15				\$ 108,500	\$ 137,800	\$ 167,100
14				\$ 95,900	\$ 120,800	\$ 145,800
	Administrator Syble Hopp	Administrator Syble Hopp	SYBLE HOPP			
	Airport Director	Airport Director	AIRPORT			
	Chief Information Officer	Chief Information Officer	TECHNOLOGY SERVICES			
	Corporation Counsel	Corporation Counsel	CORPORATION COUNSEL			
	Director Of Administration	Director Of Administration	ADMINISTRATION			
	Health & Human Svs Executive Dir	Health & Human Svs Executive Dir	HHS			
13				\$ 84,600	\$ 106,000	\$ 127,200
	APNP	Adv. Practice Nurse Prescriber	HHS-CTC			
	Dir of Port & Resource Recovery	Dir of Port & Resource Recovery	PORT & RESOURCE RECOVERY			
	Director of Public Safety Comm	Director of Public Safety Comm	PUBLIC SAFETY			
	Hospital & Nursing Home Admin	Hospital & Nursing Home Admin	HHS-CTC			
	Public Works Director	Public Works Director	PUBLIC WORKS			
10.5				\$ 78,800	\$ 89,500	\$ 119,000
	Executive Director	Executive Director	LIBRARY			
10				\$ 75,000	\$ 93,000	\$ 111,000
	Assistant Director of PSC	Assistant Director of PSC	PUBLIC SAFETY			
	Business Manager-Syble Hopp	Business Manager-Syble Hopp	SYBLE HOPP			
	Deputy Corporation Counsel	Deputy Corporation Counsel	CORPORATION COUNSEL			
	Director	Director	ADRC			
	Director of Special Education	Director of Special Education	SYBLE HOPP			
	Engineering Manager	Engineering Manager	PUBLIC WORKS			
	Finance Director	Finance Director	ADMINISTRATION			
	Human Resources Manager	Human Resources Manager	ADMINISTRATION-HUMAN RESOURCES			
	Museum Director	Museum Director	MUSEUM			
	Planning Director	Planning Director	PLANNING			
	Principal	Principal	SYBLE HOPP			
	Psychologist/Clinical Director	Psychologist/Clinical Director	HHS-CTC			
	Zoo & Park Management Director	Zoo & Park Management Director	ZOO AND PARKS			
9.5				\$ 70,568	\$ 87,300	\$ 103,900
	Child Support Director	Child Support Director	CHILD SUPPORT			
	Community Services Administrator	Community Services Administrator	HHS-COMM SERVICES			
	Public Health Officer	Public Health Officer	HHS-PUBLIC HEALTH			
9				\$ 66,300	\$ 81,600	\$ 96,800
	Assistant Airport Director	Assistant Airport Director	AIRPORT			
	Assistant Corporation Counsel	Assistant Corporation Counsel	CORPORATION COUNSEL & CHILD SUPPORT			
	Assistant Director	Assistant Director	ADRC			
	Assistant Park Director	Assistant Park Director	ZOO AND PARKS			
	Behavioral Health Manager	Behavioral Health Manager	HHS-COMM SERVICES			
	Chief Deputy	Chief Deputy	SHERIFF			
	Children, Youth & Families Mgr	Children, Youth & Families Mgr	HHS-COMM SERVICES			
	Court Commissioner	Court Commissioner	CIRCUIT COURTS			
	Director of Nursing Home	Director of Nursing Home	HHS-CTC			
	Director of Nursing Hospital	Director of Nursing Hospital	HHS-CTC			
	Economic Support Services Mgr	Economic Support Services Mgr	HHS-COMM SERVICES			
	Enterprise Cyber Security Technician	Enterprise Cyber Security Technician	TECHNOLOGY SERVICES			
	Enterprise Net & Infrast Mgr	Enterprise Net & Infrast Mgr	TECHNOLOGY SERVICES			
	Enterprise Server Engineer	Enterprise Server Engineer	TECHNOLOGY SERVICES			
	Enterprise Systems&Apps Manager	Enterprise Systems&Apps Manager	TECHNOLOGY SERVICES			
	Facility Planning & Project Mgr	Facility Planning & Project Mgr	PUBLIC WORKS			
	Finance Manager	Finance Manager	HHS			
	Lead Asst Corporation Counsel	Lead Asst Corporation Counsel	CHILD SUPPORT			
	Operations Manager	Operations Manager	PUBLIC WORKS			
	Principal Planner	Principal Planner	PLANNING			
	Risk Manager	Risk Manager	ADMINISTRATION			
8.5				\$ 62,600	\$ 78,600	\$ 94,600
	Business Manager-Public Works	Business Manager-Public Works	PUBLIC WORKS			
	Fleet/Equip & Prod Manager	Fleet/Equip & Prod Manager	PUBLIC WORKS			
	Senior Civil Engineer	Senior Civil Engineer	PUBLIC WORKS			
	Soc Wkr Supv - Child Prot Lead	Soc Wkr Supv - Child Prot Lead	HHS-COMM SERVICES			
	Superintendent	Superintendent	PUBLIC WORKS			
8				\$ 58,700	\$ 71,800	\$ 84,500
	Accountant Supervisor	Accountant Supervisor	HHS			
	Airport Administrative Manager	Airport Administrative Manager	AIRPORT			
	Behavioral Health Supervisor	Behavioral Health Supervisor	HHS-COMM SERVICES			
	Benefits Manager	Benefits Manager	ADMINISTRATION-HUMAN RESOURCES			
	Civil Engineer	Civil Engineer	PUBLIC WORKS			
	Community Engagement Manager	Community Engagement Manager	HHS-PUBLIC HEALTH			
	County Conservationist	County Conservationist	LAND AND WATER CONSERVATION			
	Deputy Director	Deputy Director	LIBRARY			
	Deputy Director - Museum	Deputy Director - Museum	MUSEUM			

Emergency Management Director	Emergency Management Director	PUBLIC SAFETY
Enterprise Tech. Project Manager	Enterprise Tech. Project Manager	TECHNOLOGY SERVICES
Environmental/Laboratory Manager	Environmental/Laboratory Manager	HHS-PUBLIC HEALTH
Facility Engineer	Facility Engineer	PUBLIC WORKS
Facility Manager	Facility Manager	PUBLIC WORKS
Finance Coordinator	Finance Coordinator	ADRC
Financial Supervisor-Human Serv	Financial Supervisor-Human Serv	HHS
GIS Coordinator	GIS Coordinator	PLANNING
Golf Course Superintendent	Golf Course Superintendent	GOLF COURSE
Nurse Manager-Health	Nurse Manager-Health	HHS-PUBLIC HEALTH
Operations Manager - Port & Resource Recovery	Operations Manager - Port & Resource Recovery	PORT & RESOURCE RECOVERY
Operations Supervisor - Airfield	Operations Supervisor - Airfield	AIRPORT
Quality / Outreach Coordinator	Quality / Outreach Coordinator	ADRC
Real Property Lister	Real Property Lister	PLANNING
Senior Accountant	Senior Accountant	ADMINISTRATION
Social Svcs Rehab Manager	Social Svcs Rehab Manager	HHS-CTC
Social Worker Supervisor	Social Worker Supervisor	HHS-COMM SERVICES
TADC/JCC Court Supervisor	TADC/JCC Court Supervisor	HHS-COMM SERVICES
Veterans Services Officer	Veterans Services Officer	VETERANS
Zoning Administrator	Zoning Administrator	PLANNING
7.5		\$ 55,300 \$ 57,200 \$ 79,100
Chief Deputy Clerk Of Courts	Chief Deputy Clerk Of Courts	CLERK OF COURTS
Physical Therapist	Physical Therapist	SYBLE HOPP
Speech-Language Pathologist	Speech-Language Pathologist	SYBLE HOPP
7		\$ 51,900 \$ 52,800 \$ 73,700
Accountant	Accountant	ADMINISTRATION
Accountant-CTC	Accountant-CTC	HHS-CTC
Adm/Bill/Collections Supervisor	Adm/Bill/Collections Supervisor	HHS-CTC
Airport Operations Officer	Airport Operations Officer	AIRPORT
Assistant County Conservationist	Assistant County Conservationist	LAND AND WATER CONSERVATION
Benefits Specialist Coordinator	Benefits Specialist Coordinator	ADRC
Business Development Manager	Business Development Manager	PORT & RESOURCE RECOVERY
Child Support Supervisor	Child Support Supervisor	CHILD SUPPORT
Communication & Library Prog Mgr	Communication & Library Prog Mgr	LIBRARY
County Surveyor	County Surveyor	PLANNING
Deputy Executive	Deputy Executive	EXECUTIVE
Economic Support Supervisor	Economic Support Supervisor	HHS-COMM SERVICES
EMR Coordinator	EMR Coordinator	HHS-CTC
Enterprise Unit, Comm. Engineer	Enterprise Unit, Comm. Engineer	TECHNOLOGY SERVICES
Finance Manager-Library	Finance Manager-Library	LIBRARY
Health Information Services Mgr	Health Information Services Mgr	HHS-CTC
I&A Coordinator	I&A Coordinator	ADRC
Internal Auditor	Internal Auditor	COUNTY BOARD
IT Specialist	IT Specialist	LIBRARY
Library Facility Manager	Library Facility Manager	LIBRARY
MDS RN	MDS RN	HHS-CTC
Nurse Educator/Infection Control	Nurse Educator/Infection Control	HHS-CTC
Nutrition Program Coordinator	Nutrition Program Coordinator	ADRC
Operations Sup - Bldgs & Grounds	Operations Sup - Bldgs & Grounds	AIRPORT
Payroll Manager	Payroll Manager	ADMINISTRATION-HUMAN RESOURCES
Preparedness Community Educator	Preparedness Community Educator	HHS-PUBLIC HEALTH
Prevention Coordinator	Prevention Coordinator	ADRC
Senior Buyer	Senior Buyer	ADMINISTRATION
Senior HR Generalist	Senior HR Generalist	ADMINISTRATION-HUMAN RESOURCES
Senior Planner	Senior Planner	PLANNING
Special Drug Task Attorney	Special Drug Task Attorney	DISTRICT ATTORNEY
Special Prosecutor	Special Prosecutor	DISTRICT ATTORNEY
Systems Specialist	Systems Specialist	HHS-COMM SERVICES
6.5		\$ 48,900 \$ 50,850 \$ 68,850
Collection Development Manager	Collection Development Manager	LIBRARY
Enterprise Systems Analyst II-Applications Support	Enterprise Systems Analyst II-Applications Support	TECHNOLOGY SERVICES
Enterprise Systems Analyst II-Desktop Support	Enterprise Systems Analyst II-Desktop Support	TECHNOLOGY SERVICES
Financial Operations Manager	Financial Operations Manager	CLERK OF COURTS
Library Manager	Library Manager	LIBRARY
Nurse	Nurse	SYBLE HOPP
Occupational Therapist	Occupational Therapist	SYBLE HOPP
Office Manager II - DA	Office Manager II - DA	DISTRICT ATTORNEY
Social Worker	Social Worker	SYBLE HOPP
Victim/Witness Program Coordinator	Victim/Witness Program Coordinator	DISTRICT ATTORNEY
6		\$ 45,800 \$ 46,700 \$ 64,200
Admin/Communications Coordinator	Admin/Communications Coordinator	ADMINISTRATION
ADRC Program Coordinator	ADRC Program Coordinator	ADRC
Asst Golf Course Superintendent	Asst Golf Course Superintendent	GOLF COURSE
Branch Coordinator	Branch Coordinator	LIBRARY
Business Manager	Business Manager	ZOO AND PARKS
Chief Deputy County Clerk	Chief Deputy County Clerk	COUNTY CLERK
Collections Manager	Collections Manager	MUSEUM
Communications Specialist	Communications Specialist	PUBLIC SAFETY
Communications Supervisor	Communications Supervisor	PUBLIC SAFETY
Contracts & Provd'r Relations Mgr	Contracts & Provd'r Relations Mgr	HHS-COMM SERVICES
Curator	Curator	MUSEUM
Curator of Animals	Curator of Animals	ZOO AND PARKS





Deputy County Clerk	Deputy County Clerk	COUNTY CLERK
Deputy County Clerk - Communications	Deputy County Clerk - Communications	COUNTY CLERK
Elections Deputy	Elections Deputy	COUNTY
Garage Mechanic	Garage Mechanic	SHERIFF
Lead Garage Mechanic	Lead Garage Mechanic	SHERIFF
Highway Mechanic	Highway Mechanic	PUBLIC WORKS
Housing Corporal	Housing Corporal	SHERIFF
Juvenile Superintendent	Juvenile Superintendent	SHERIFF
Lead Fabricator/Welder	Lead Fabricator/Welder	PUBLIC WORKS
Licensed Practical Nurse	Licensed Practical Nurse	HHS-CTC
Local History Librarian	Local History Librarian	LIBRARY
Maintenance Mechanic Airport	Maintenance Mechanic Airport	AIRPORT
Medical Examiner Investigators	Medical Examiner Investigators	MEDICAL EXAMINER
Medical Technologist	Medical Technologist	HHS-CTC
Medicolegal Investigator	Medicolegal Investigator	MEDICAL EXAMINER
Project Manager West Shore	Project Manager West Shore	LAND AND WATER CONSERVATION
Property Analyst	Property Analyst	PLANNING
Reference Librarian	Reference Librarian	LIBRARY
Survey Crew Chief	Survey Crew Chief	PLANNING
Teen Librarian	Teen Librarian	LIBRARY
Telecommunication Lead Operator	Telecommunication Lead Operator	PUBLIC SAFETY
Youth Services Librarian	Youth Services Librarian	LIBRARY
		\$ 20.30 \$ 23.85 \$ 27.00
Employment Specialist	Employment Specialist	CHILD SUPPORT
Financial Specialist	Financial Specialist	AIRPORT
Lead Economic Support Specialist	Lead Economic Support Specialist	HHS-COMM SERVICES
		\$ 19.25 \$ 22.30 \$ 25.40
Administrative Secretary-CTC	Administrative Secretary-CTC	HHS-CTC
Accountant	Accountant	ADRC
Benefits Specialist - Disability	Benefits Specialist - Disability	ADRC
Benefits Specialist - Elderly	Benefits Specialist - Elderly	ADRC
Child Support Specialist-Enforce	Child Support Specialist-Enforce	CHILD SUPPORT
Child Support Specialist-Patmty	Child Support Specialist-Patmty	CHILD SUPPORT
Evidence/Property Specialist	Evidence/Property Specialist	SHERIFF
Community Living Specialist	Community Living Specialist	ADRC
Correcional Officer	Correcional Officer	SHERIFF
Court Reporter	Court Reporter	CIRCUIT COURTS
Deputy Clerk Register of Deeds	Deputy Clerk Register of Deeds	REGISTER OF DEEDS
Deputy Register In Probate	Deputy Register In Probate	CIRCUIT COURTS
Economic Support Specialist	Economic Support Specialist	HHS-COMM SERVICES
Emergency Management Coord	Emergency Management Coord	PUBLIC SAFETY
Facility Mechanic	Facility Mechanic	PUBLIC WORKS
Facility Technician	Facility Technician	PUBLIC WORKS
Guest Services Coordinator - Museum	Guest Services Coordinator - Museum	MUSEUM
Guest Services Coordinator - Zoo	Guest Services Coordinator - Zoo	ZOO AND PARKS
Highway Crew	Highway Crew	PUBLIC WORKS
I&A Specialist	I&A Specialist	ADRC
IT Admin Comm Coord	IT Admin Comm Coord	TECHNOLOGY SERVICES
Legal Assistant II	Legal Assistant II	DISTRICT ATTORNEY
Library Maintenance Mechanic	Library Maintenance Mechanic	LIBRARY
Maint Mech .5, Teacher Aid .5	Maint Mech .5, Teacher Aid .5	SYBLE HOPP
Office Manager I	Office Manager I	PUBLIC SAFETY
ADRC Outreach Specialist	ADRC Outreach Specialist	ADRC
Outreach Coordinator	Outreach Coordinator	LIBRARY
Overpayment Specialist	Overpayment Specialist	HHS-COMM SERVICES
Paralegal	Paralegal	CORPORATION COUNSEL
Park Ranger	Park Ranger	ZOO AND PARKS
Sanitary Inspector	Sanitary Inspector	PLANNING
Senior Benefits Specialist	Senior Benefits Specialist	VETERANS
Sign Crew	Sign Crew	PUBLIC WORKS
Social Services Aide III - CPS	Social Services Aide III - CPS	HHS-COMM SERVICES
Staff Accountant	Staff Accountant	HHS-COMM SERVICES
Technical Services Specialist	Technical Services Specialist	LIBRARY
Technician-Fabrication-Museum	Technician-Fabrication-Museum	MUSEUM
Technician-Land Con	Technician-Land Con	LAND AND WATER CONSERVATION
Technician-Media-Museum	Technician-Media-Museum	MUSEUM
Technician-Research-Museum	Technician-Research-Museum	MUSEUM
Telecommunication Operator	Telecommunication Operator	PUBLIC SAFETY
Victim/Witness Asst Program Spcl	Victim/Witness Asst Program Spcl	DISTRICT ATTORNEY
Welfare Fraud Investigator Aide	Welfare Fraud Investigator Aide	HHS-COMM SERVICES
Zookeeper	Zookeeper	ZOO AND PARKS
		\$ 17.30 \$ 19.98 \$ 22.50
Account Clerk I - Administration	Account Clerk I - Administration	ADMINISTRATION
Account Clerk	Account Clerk	HS-CTC
Account Clerk III	Account Clerk III	HHS-COMM SERVICES
Accountant Clerk	Accountant Clerk	ADRC
Accounting Technician	Accounting Technician	CHILD SUPPORT
Acquisitions Associate	Acquisitions Associate	LIBRARY
Administration Associate	Administration Associate	LIBRARY
Administrative Coordinator	Administrative Coordinator	COUNTY BOARD
Administrative Coordinator	Administrative Coordinator	PLANNING
Administrative Secretary	Administrative Secretary	AIRPORT, SHERIFF, ZOO & PARKS

Administrative Specialist	Administrative Specialist	COUNTY BOARD
Assistant Naturalist	Assistant Naturalist	ZOO AND PARKS
Benefit Assistant	Benefit Assistant	ADRC
Bldgs & Grounds Maint Worker	Bldgs & Grounds Maint Worker	AIRPORT
Bookkeeper	Bookkeeper	PUBLIC WORKS
Bookkeeper-Syble Hopp	Bookkeeper-Syble Hopp	SYBLE HOPP
Buyer/Purchasing Clerk	Buyer/Purchasing Clerk	ADMINISTRATION
Caregiver Support Assistant	Caregiver Support Assistant	ADRC
Cataloging Associate	Cataloging Associate	LIBRARY
Cert Occupational Therapy Asst	Cert Occupational Therapy Asst	HHS-CTC
Civil Process Clerk	Civil Process Clerk	SHERIFF
Clerk/Typist III	Clerk/Typist III	SHERIFF
Clerk IV/Data Control	Clerk IV/Data Control	HHS-COMM SERV
Clerk IV/Data Control - Beh Health	Clerk IV/Data Control - Beh Health	HHS-COMM SERV
Clerk/Typist II	Clerk/Typist II	PUBLIC WORKS
Community Garden Coordinator	Community Garden Coordinator	UW EXTENSION
Community Treatment Program Wrkr	Community Treatment Program Wrkr	HHS-COMM SERVICES
Court Coordinator	Court Coordinator	CLERK OF COURTS
Dementia Care Assistant	Dementia Care Assistant	ADRC
Document Center Manager	Document Center Manager	TECHNOLOGY SERVICES
Enterprise Systems Analyst I	Enterprise Systems Analyst I	TECHNOLOGY SERVICES
Financial Specialist	Financial Specialist	TREASURER
Golf Course Mechanic	Golf Course Mechanic	GOLF COURSE
Health Information Management Clerk	Health Information Management Clerk	HHS-CTC
Homebound Meals Coordinator	Homebound Meals Coordinator	ADRC
Human Resources Admin Coord	Human Resources Admin Coord	ADMINISTRATION/HUMAN RESOURCES
Human Resources Associate	Human Resources Associate	ADMINISTRATION/HUMAN RESOURCES
Intake Specialist	Intake Specialist	DISTRICT ATTORNEY
Judicial Assistant	Judicial Assistant	CIRCUIT COURTS
Laboratory Technician	Laboratory Technician	HHS-CTC
Legal Assistant	Legal Assistant	CHILD SUPPORT
Library Service Associate	Library Service Associate	LIBRARY
Medical Transcriptionist	Medical Transcriptionist	HHS-CTC
Office Manager I	Office Manager I	PUBLIC WORKS
Payroll Specialist	Payroll Specialist	ADMINISTRATION
Purchasing Clerk	Purchasing Clerk	HHS-COMM SERVICES
Registered Health Info Tech	Registered Health Info Tech	HHS-CTC
Resource Recovery Associate	Resource Recovery Associate	PORT & RESOURCE RECOVERY
Resource Specialist	Resource Specialist	ADRC
Scheduling Specialist	Scheduling Specialist	HHS-CTC
Secretary	Secretary	HHS-COMM SERVICES
Secretary III - Sheriff	Secretary III - Sheriff	SHERIFF
Social Svcs Aide III/Day Care	Social Svcs Aide III/Day Care	HHS-COMM SERVICES
Teacher Aide .5, Admin Clerk .5	Teacher Aide .5, Admin Clerk .5	SYBLE HOPP
Telecommunication Operator 1	Telecommunication Operator	PUBLIC SAFETY
Tract Index Specialist	Tract Index Specialist	REGISTER OF DEEDS
Warrants/TRO Clerk	Warrants/TRO Clerk	SHERIFF
Youth Support Specialist	Youth Support Specialist	HHS-COMM SERVICES
Account Clerk II - Treasurer	Account Clerk II - Treasurer	TREASURER
Accounting Technician	Accounting Technician	CLERK OF COURTS
Deputy Clerk I-A	Deputy Clerk I-A	CLERK OF COURTS
Deputy Clerk of Courts I	Deputy Clerk of Courts I	CLERK OF COURTS
Deputy Juvenile Clerk	Deputy Juvenile Clerk	CLERK OF COURTS
Health Unit Secretary	Health Unit Secretary	HHS-CTC
Account Clerk II	Account Clerk II	SHERIFF
Account Clerk II - Port & Resource Recovery	Account Clerk II - Port & Resource Recovery	PORT & RESOURCE RECOVERY
Administrative Assistant	Administrative Assistant	COUNTY BOARD
Administrative Secretary	Administrative Secretary	PLANNING
Administrative Secretary-Contracts	Administrative Secretary-Contracts	HHS-COMM SERVICES
AODA Secretary-CTC	AODA Secretary-CTC	HHS-CTC
Cataloging & Library Svc Assoc	Cataloging & Library Svc Assoc	LIBRARY
Central Services Specialist	Central Services Specialist	PLANNING
Clerk II - ES Client Registration	Clerk II - ES Client Registration	HHS-COMM SERVICES
Clerk III/Data Control	Clerk III/Data Control	HHS-COMM SERVICES
Customer Service Clerk	Customer Service Clerk	CLERK OF COURTS
Document Center Specialist	Document Center Specialist	TECHNOLOGY SERVICES
Facility Worker	Facility Worker	PUBLIC WORKS & ZOO & PARKS
Health Aide (including Bilingual)	Health Aide (including Bilingual)	HHS-PUBLIC HEALTH
Health Information Technician	Health Information Technician	HHS-CTC
Imaging Specialist	Imaging Specialist	REGISTER OF DEEDS
Intake Specialist-Child Support	Intake Specialist-Child Support	CHILD SUPPORT
Library Maintenance Worker	Library Maintenance Worker	LIBRARY
Nursing Assistant	Nursing Assistant	HS-CTC
Nutrition Program Assistant	Nutrition Program Assistant	ADRC
Office Assistant	Office Assistant	ADRC
Real Estate Specialist	Real Estate Specialist	REGISTER OF DEEDS
Records Specialist	Records Specialist	REGISTER OF DEEDS
Records Specialist (EM)	Records Specialist (EM)	SHERIFF
Secretary II	Secretary II	SHERIFF
Secretary III - UW Ext	Secretary III - UW Ext	UW EXTENSION

	Social Services Aide I Veterans Benefits Clerk Vital Records Specialist	Social Services Aide I Veterans Benefits Clerk Vital Records Specialist	HHS-COMM SERVICES VETERANS REGISTER OF DEEDS						
B2				\$	14.83	\$	16.85	\$	18.83
	Account Clerk I Child Support Clerk Clerk Typist II - DA File Clerk Clerk Typist II - DA Receptionist Clerk Typist II - Discovery Clerk Typist II - Victim Witness	Account Clerk I Child Support Clerk Clerk Typist II - DA File Clerk Clerk Typist II - DA Receptionist Clerk Typist II - Discovery Clerk Typist II - Victim Witness	TREASURER CHILD SUPPORT DISTRICT ATTORNEY DISTRICT ATTORNEY DISTRICT ATTORNEY DISTRICT ATTORNEY						
B				\$	14.06	\$	15.90	\$	17.70
	Account Clerk Account Clerk I Admin Clerk .5 Assistant Zookeeper Clerk II Clerk II/Data Control Clerk II/Data Control - CP Clerk III Clerk/Typist I Clerk/Typist II Clerk/Typist II - Port & Resource Recovery Clerk/Typist III Cook Dining Site Assistant - De Pere Housekeeper I Homebound Meals Program Assistant Secretary II Teacher Aide Typist III	Account Clerk Account Clerk I Admin Clerk .5 Assistant Zookeeper Clerk II Clerk II/Data Control Clerk II/Data Control - CP Clerk III Clerk/Typist I Clerk/Typist II Clerk/Typist II - Port & Resource Recovery Clerk/Typist III Cook Dining Site Assistant - De Pere Housekeeper I Homebound Meals Program Assistant Secretary II Teacher Aide (including EC) Typist III	ZOO AND PARKS HHS-COMM SERVICES SYBLE HOPP ZOO AND PARKS HHS-COMM SERVICES & HHS-CTC HHS-COMM SERVICES HHS-COMM SERVICES HHS-CTC CHILD SUPPORT CLERK OF COURTS, SHERIFF & CIRCUIT COURTS PORT & RESOURCE RECOVERY HHS-PUBLIC HEALTH HHS-CTC ADRC PUBLIC WORKS ADRC UW EXTENSION SYBLE HOPP HS-COMM SERVICES						
C				\$	12.66	\$	14.15	\$	16.70
	Benefit Administrative Assistant Clerk II - ES Scanning Clerk Receptionist Clerk/Typist I Housekeeper Housekeeper Housekeeper/Groundskeeper Housekeeper-Airport Maintenance Switchboard Operator Zoo Educator	Benefit Administrative Assistant Clerk II - ES Scanning Clerk Receptionist Clerk/Typist I Housekeeper Housekeeper Housekeeper/Groundskeeper Housekeeper-Airport Maintenance Switchboard Operator Zoo Educator	ADRC HHS - COMM SERVICES HHS-COMM SERVICES & HHS-CTC VETERANS, HHS-COMM SERVICE, UW EXT SYBLE HOPP PUBLIC WORKS ZOO AND PARKS AIRPORT SYBLE HOPP ADRC ZOO AND PARKS						
B2				\$	12.92	\$	13.40	\$	14.80
	Administrative Clerk Library Service Clerk Technical Services Clerk	Administrative Clerk Library Service Clerk Technical Services Clerk	LIBRARY LIBRARY LIBRARY						
B				\$	11.40	\$	12.65	\$	13.90
	Delivery and Receiving Clerk Dining Site Assistant - Grounded/ADRC Grounded Ambassador Food Service Worker Homebound Meals Assistant Library Service Assistant Maintenance Assistant	Delivery and Receiving Clerk Dining Site Assistant - Grounded/ADRC Grounded Ambassador Food Service Worker Homebound Meals Assistant Library Service Assistant Maintenance Assistant	TECHNOLOGY SERVICES ADRC ADRC HS-CTC ADRC LIBRARY ADRC						
A				\$	10.25	\$	11.20	\$	12.35
	Bus Aide Shelver	Bus Aide Shelver	SYBLE HOPP LIBRARY						

## COMPENSATION ADJUSTMENT POLICY

**NUMBER:** A-33

**EFFECTIVE:** January 1, 2019

**REPLACES:** Not applicable

**PURPOSE:** To create a compensation strategy to help Brown County remain competitive in the labor market.

**DEFINITIONS:** Budgeted Compensation Rate: The compensation amount for a specific position as reflected in the official County Budget.

Market Range: The compensation range between the minimum and maximum compensation rates for a given position as determined by the Classification study.

Minimum Compensation Rate: The minimum amount of compensation for a given position as determined by the Classification study.

Midpoint Compensation Rate: The midpoint between the minimum and maximum amounts of compensation for a given position as determined by the Classification study.

Maximum Compensation Rate: The maximum amount of compensation for a given position as determined by the Classification study.

**PROCEDURE:** **Funds Appropriated** for the Classification & Compensation study will be used to bring all non-union levy-funded positions that are below the Minimum Compensation Rate up to the Minimum Compensation Rate. Funds available after the Market Adjustment Fund allocation will be used to bring all non-union employees in levy funded positions that are at minimum towards Midpoint Compensation rates. Enterprise-funded departments will work with Human Resources (HR) and Administration to determine funds available for adjustments.

**Market Adjustment Funds** are reserved to provide market based compensation rate adjustments. The adjustments must be documented and certified by HR and approved by Administration. Market Adjustment Funds that are set aside yearly shall be used for the following purposes:

- 1) **New Hires:** Positions will be hired at the lowest compensation rate of either the Midpoint Compensation Rate or the budgeted rate, unless a different rate has been preapproved by Administration. If the compensation rate does not attract a qualified candidate, then Administration may approve funds above the budgeted compensation rate.
- 2) **Existing Positions:** Non-union positions which are currently filled may, upon the recommendation of HR and the approval of Administration, receive a compensation rate increase in the following circumstances:
  - a. **Pay Equity** – a current employee may receive a compensation rate increase if a new hire for the same position with an equivalent level of experience is compensated at a higher rate.

- b. **Compression** – a current employee whose compensation rate is close to a subordinate employee may be eligible for a compensation rate adjustment.
- 3) **Redline** – Employees in positions who are currently over the Maximum Compensation rate for their position and have 10 or more years of service will not receive any potential cost of living adjustments, but may receive a bonus. Employees having less than 10 years of service will not receive any potential cost of living adjustment or bonus. Funds saved by redlining said positions will be allocated to the Market Adjustment Fund.

**Classification Rate Adjustments:** The current classification plan will be reviewed and adjusted each year by HR. HR shall review six different departments, along with any high turnover divisions. Employees may request a review of their position or classification through and with the approval of their department head for an adjustment, or a department head may request a Table of Organization change with representation of new duties. Market Adjustment Funds may be used for rate adjustments. New positions not covered by the Classification study shall go through an external market analysis. All new positions must be approved by Brown County Board of Supervisors.

**Internal Steps:** Departments have the opportunity to create internal steps within their divisions, which may allow employees in non-union levy funded positions an opportunity for advancement given demonstrated longevity and favorable performance reviews. Departmental savings through the budget adjustment process and the Market Adjustment Fund may be used for this purpose.

**Wage Banking:** Wage banking allows managers of employees in positions to offer lower starting compensation rates with incremental increases to be realized up to one year later (beyond the budget year). The step increases must be outlined in the offer letter, and said employee must have received appropriate performance evaluations that support the increases. The Market Adjustment Fund may be used for this purpose.

**OVERSIGHT:** HR is responsible for administering and carrying out the Compensation Adjustment Policy, with final approval by Administration.

**APPROVED BY:**

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

February 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING OF THE ISSUANCE OF PROPERTY ASSESSED CLEAN  
ENERGY (PACE) REVENUE BONDS BY THE PUBLIC FINANCE AUTHORITY**

**WHEREAS**, the Brown County Board of Supervisors has been informed that the Public Finance Authority (the “Authority”), a governmental unit of the State of Wisconsin, proposes to issue approximately \$8,500,000 of its limited obligation revenue bonds (the “Bonds”) to finance or refinance the costs of renovating or retrofitting to reduce energy consumption or to install renewable energy systems at the Hotel Northland (the “Project”), located at 304 N. Adams St., in the City of Green Bay, Brown County (“County”); and

**WHEREAS**, the Project is located entirely within the jurisdictional boundaries of the County; and

**WHEREAS**, in connection with the proposed bond issuance by the Authority, the County shall have no pecuniary liability on the Bonds whatsoever, and the financing structure will not change the taxable status of the Project on the County’s tax rolls; and

**WHEREAS**, pursuant to Section 66.0304(11)(a) of the Wisconsin Statutes, the Authority may not issue bonds to finance a project within the State of Wisconsin unless all political subdivisions within whose boundaries the project is to be located, i.e. the County of Brown and the City of Green Bay, have approved of the financing of the project through the Authority; and

**WHEREAS**, the Brown County Board of Supervisors conducted a regularly scheduled meeting on February 20, 2019 to discuss the proposed financing.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that: 1) The proposed financing of the Project by the Authority as recited above is hereby approved; 2) Said approval of the proposed financing does not constitute an endorsement of the Project, no representation is made or implied as to the validity, enforceability or tax status of any Bonds the Authority may issue, and no representation is made that this approval is sufficient to satisfy the Wisconsin statutory requirement recited above; 3) This Resolution may be produced as evidence, and shall be conclusive proof, of the approval granted herein in connection with any proceedings relating to the issuance of the Bonds, and may be relied upon by any party thereto in connection therewith; and 4) This Resolution shall constitute approval of the financing of the Project by the Authority for purposes of Section 66.0304(11)(a) of the Wisconsin Statutes.

*Fiscal Note: This resolution does not require an appropriation from the General Fund.*

Respectfully submitted,  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

19-017R

Authored by Corporation Counsel

Approved by Corporation Counsel Office

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



CORPORATION COUNSEL

*Brown County*

305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



PHONE: (920) 448-4006  
FAX: (920) 448-4003  
EMAIL: [David.Hemery@co.brown.wi.us](mailto:David.Hemery@co.brown.wi.us)

David P. Hemery  
Corporation Counsel

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

DATE: 02-07-2019  
REQUEST TO: Exec Comm and Co Board  
MEETING DATE: 02-11-2019, 02-20-2019, respectively  
REQUEST FROM: Dave Hemery, Corp Counsel

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:**

**RESOLUTION APPROVING OF THE ISSUANCE OF PROPERTY ASSESSED CLEAN ENERGY (PACE) REVENUE BONDS BY THE PUBLIC FINANCE AUTHORITY**

**ISSUE/BACKGROUND INFORMATION:**

Before the Public Finance Authority may issue bonds for the Hotel Northland project, the County of Brown and the City of Green Bay must provide consent to the project going forward

**ACTION REQUESTED:**

Consideration and approval.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ Fiscal Note: This resolution does not require an appropriation from the General Fund.

Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)

- a. If yes, in which account? \_\_\_\_\_  
b. If no, how will the impact be funded? General Fund  
c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process\_dj@co.brown.wi.us

**DAN PROCESS**  
**INTERNAL AUDITOR**

Date: February 5, 2019

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Status Update (January 1 – January 31, 2019)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
  - a. In-progress: Year End – Cash on Hand & Petty Cash Compliance Testing
  - b. In-progress: HHS Expense Reimbursement Process Review
2. Standard Monthly Duties
  - a. Review – Clerk of Courts Bank Reconciliation
  - b. Preparation & Review – Bills over \$5,000 Report
  - c. Distribution to Committees – Paid Bills Report
3. Other Miscellaneous Activities
  - a. Inquiries, Questions and/or Requests from County Board Supervisors/Department Head's
  - b. Appeal – Observations (See attachment)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

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**BOARD OF SUPERVISORS****Brown County**

305 E. WALNUT STREET  
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

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**DAN PROCESS**  
**INTERNAL AUDITOR**

Date: January 14, 2019

To: Chad Weininger, Director of Administration

From: Dan Process, Internal Auditor

Re: Vendor Appeal – Request for Quote (RFQ) 2264 Waste and Recycle Disposal Services

Based on the vendor appeal of Request for Quote (RFQ) 2264 Waste and Recycle Disposal Services, which was a cooperative effort between Brown County and the City of Green Bay to solicit quotes for waste and recycling services for a three (3) year period, the following observations were noted:

- 1) RFQ results (calculations) were not compared to current costs or past contracts to determine reasonableness. As a result, "Notice of Intent to Award" was issued by the County based on the following cost estimates.

Vendor	2019	2020	2021
#1	\$ 481,377.16	\$ 481,377.16	\$ 497,176.98
#2	\$ 453,204.00	\$ 453,204.00	\$ 453,204.00
#3	\$ 508,633.40	\$ 508,633.40	\$ 508,633.40

Upon notification, Vendor #3 contested the results (appeal). Through the appeal process it was determined that all three (3) vendor calculations were overstated. See corrected results below.

Vendor	2019	2020	2021
#1	\$ 90,921.84	\$ 90,921.84	\$ 93,156.48
#2	\$ 82,728.00	\$ 82,728.00	\$ 82,728.00
#3	\$ 117,876.40	\$ 117,876.40	\$ 117,876.40

*Note: Cost estimates were overstated as a result of vendor quotes being submitted on a "monthly" basis rather than the RFQ requested "per pick-up" basis. This misunderstanding unknowingly caused the County's cost estimates to be significantly overstated.*

However, a review of expenditures incurred for similar services in 2017 and 2018 would have provided the department with information regarding current costs. See expenditures below.

Vendor	2017^	2018*
#3	\$ 72,990	\$ 73,578

^ Payment (checks issued) between January 1 thru December 31.

\* As of December 20, 2018

**Recommendation:** Brown County Administration should develop and implement procedures which incorporate reasonableness testing into the RFQ process. This should include a comparison of quotes received to current charges or past contracts, if applicable. In those circumstances where comparables are not available, results should be discussed with Department Heads and/or Finance to determine reasonableness and/or budget capacity before proceeding (Notice of Intent to Award). By implementing this control, the County reduces the risk of communicating inaccurate information, overpaying for services, alienating vendors and/or time consuming reviews (appeals).

**Management Response:** Intent to award is always cleared with the department head or the project manager before being issued. However, no one department head or project manager was assigned to this project as multiple departments were involved. Going forward, a checklist will be developed and implemented to guide staff and ensure consistency; including testing for reasonableness. In addition, Excel spreadsheets distributed to the vendor and used for compiling quotes will be "locked" to prevent changes to the document.

- 2) By communicating its intentions to award the contract to one vendor, the County missed an opportunity to exercise its right, as stated in the RFQ, to "retain the services of more than one contractor, subject to agreement, should the County deem it to be in its best interest" and "to maximize efficiencies and achieve the best volume pricing possible".

Based on the analysis presented below, the County may have been able to reduce costs by approximately \$4,000 per year for 3 years or a total of \$12,000 for the length of the contract by using multiple contractors.

	Vendor #1			Vendor #2			Vendor #3			Multiple Vendors		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Recycling	\$ 32,304	\$ 32,304	\$ 32,952	\$ 30,960	\$ 30,960	\$ 30,960	\$ 28,576	\$ 28,576	\$ 28,576	\$ 28,576	\$ 28,576	\$ 28,576
Trash	\$ 65,115	\$ 65,115	\$ 66,400	\$ 70,107	\$ 70,107	\$ 70,107	\$ 81,199	\$ 81,199	\$ 81,199	\$ 65,115	\$ 65,115	\$ 66,400
Total	\$ 97,419	\$ 97,419	\$ 99,352	\$ 101,067	\$ 101,067	\$ 101,067	\$ 109,775	\$ 109,775	\$ 109,775	\$ 93,691	\$ 93,691	\$ 94,976
Potential Savings										\$ 3,928	\$ 3,928	\$ 4,376
												\$ 12,431

*Note: Due to a number of issues identified during the appeal process, the County chose to reject all quotes associated with RFQ 2264 and reissue the RFQ. The above numbers reflect the quotes received in relation to the reissued RFQ (i.e., RFQ 2264A).*

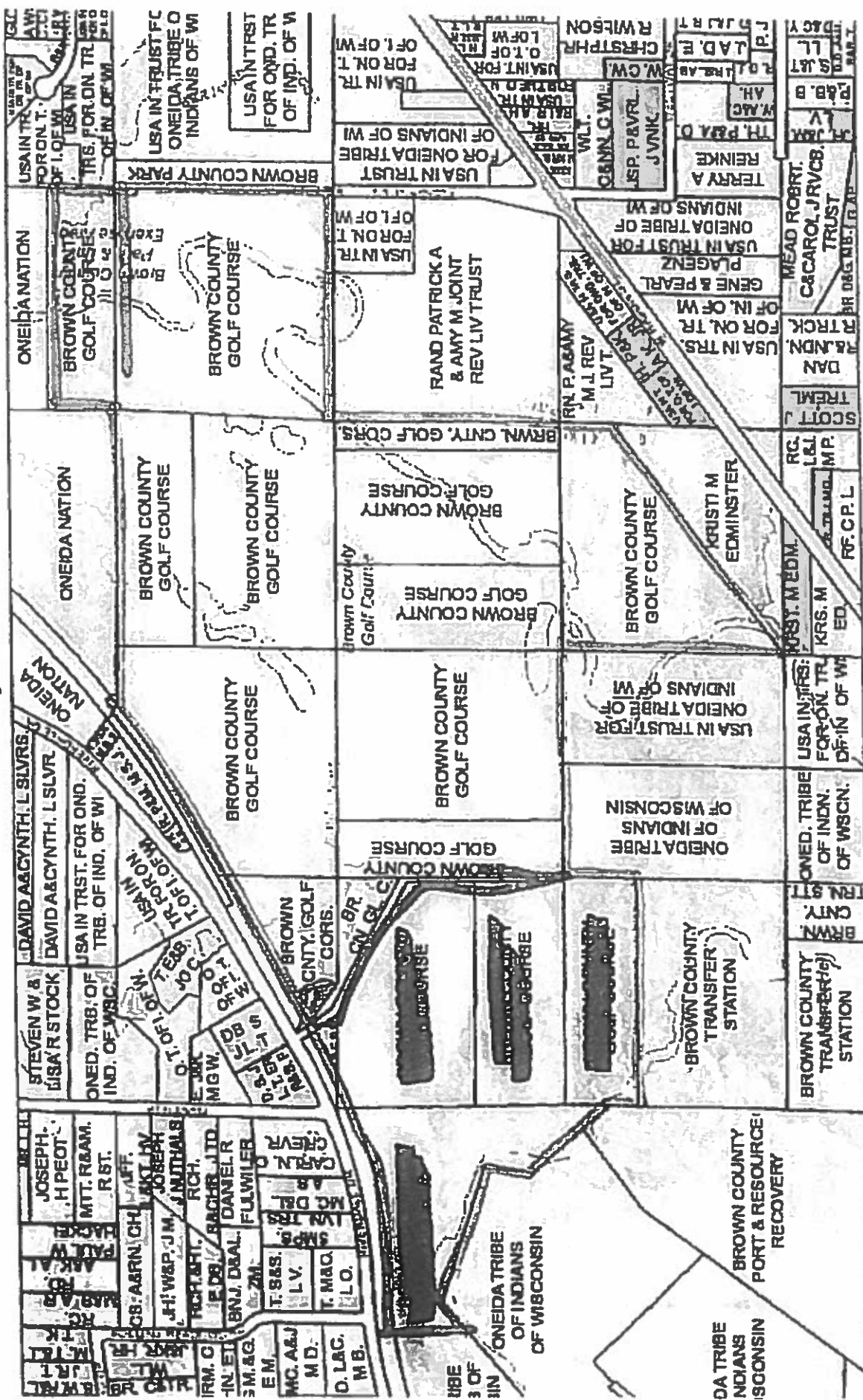
These potential savings are further illustrated when analyzing the results that were used to issue the original Notice of Intent to Award. See below.

	Vendor #1			Vendor #2			Vendor #3			Multiple Vendors		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Recycling	\$ 147,806	\$ 147,806	\$ 152,522	\$ 174,066	\$ 174,066	\$ 174,066	\$ 133,955	\$ 133,955	\$ 133,955	\$ 133,955	\$ 133,955	\$ 133,955
Trash	\$ 333,571	\$ 333,571	\$ 344,655	\$ 279,138	\$ 279,138	\$ 279,138	\$ 374,679	\$ 374,679	\$ 374,679	\$ 279,138	\$ 279,138	\$ 279,138
Total	\$ 481,377	\$ 481,377	\$ 497,177	\$ 453,204	\$ 453,204	\$ 453,204	\$ 508,633	\$ 508,633	\$ 508,633	\$ 413,093	\$ 413,093	\$ 413,093
Potential Savings										\$ 40,111	\$ 40,111	\$ 40,111
												\$ 120,334

**Recommendation:** Brown County Administration should develop and implement procedures which ensure that all provisions reflected within the RFQ are considered when evaluating the quotes received. By implementing this control, the County increases its ability to maximize efficiencies and minimize costs.

**Management Response:** The language used in this RFQ was viewed as inadequate to allow for separating these two items. Going forward, language will be developed and implemented to allow for multiple quotes, if appropriate. In addition, a checklist will be developed and implemented to guide staff and ensure consistency; including an analysis of each provision within the RFQ.

# Part of Brown County Wisconsin



51:46 PM

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73	73
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92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

Undetermined

of Way

**Brown Court**  
**www.glc.brown.w**

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**Brown County Golf Course property**

(assuming residential, single family use of 1 acre lots with 25 acres build-able averaging \$300,000 value)

County Tax Revenue (\$4.80 mill rate) = \$1,440

Village Tax Revenue (\$4.41 mill rate)=\$1,323

School District Revenue (\$8.90 mill rate)=\$2,670

Present value of the above revenues computed for 30 and 50 year periods (based on 5% interest)

	30 years	50 years
County property tax revenue	\$22,136/lot	\$26,288/lot
Village Tax Revenue	\$20,337	\$24,152
School District Revenue	\$41,044	\$48,743
<b>Total Present Value <u>for County</u></b>	<b>\$553,400</b>	<b>\$657,200</b>